

The Blue Book

2003/2004

Volume LXXV

Phillips Academy
ANDOVER

A Statement of Purpose

Phillips Academy, a residential secondary school, seeks students of intelligence and integrity from diverse cultural, racial, socioeconomic and geographic backgrounds.

The school's residential structure enables faculty to support students in their personal, social and intellectual development. The academic program fosters excellence in all disciplines within the liberal arts tradition. Faculty members guide students in mastering skills, acquiring knowledge, and thinking critically, creatively and independently. The school strives to help young people achieve their potential not only intellectually, but also artistically, athletically and morally, so that they may lead responsible and fulfilling lives.

The academy is committed to establishing a community that encourages people of diverse backgrounds and beliefs to understand and respect one another and to be sensitive to differences of gender, ethnicity, class and sexual orientation. In its programs the school seeks to promote a balance of leadership, cooperation and service, together with a deeper awareness of the global community and the natural world.

Andover's 1778 Constitution charges the academy to prepare "Youth from every quarter" to understand that "goodness without knowledge is weak ... yet knowledge without goodness is dangerous." This obligation challenges students in mind, body and spirit to see beyond themselves and to go beyond the familiar; to remain committed to developing what is finest in themselves and others, for others and themselves.

This revised version of the academy's Statement of Purpose, voted by the faculty in winter 2000, reaffirms the goals set forth in the Constitution of 1778.

Non-Discrimination Policy

Phillips Academy admits students of any sex, race, color, handicapped status, sexual orientation, religion, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of sex, race, color, handicapped status, sexual orientation or national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic or other school-administered programs.

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A LETTER FROM THE DEAN OF STUDENTS

Dear Students,

Welcome to Phillips Academy and to *The Blue Book*. In the pages ahead, you will find a wide range of information about the organization of the school, the resources and opportunities as well as expectations for its students.

By enrolling in this school, you have agreed to join our community and thus to follow the rules of the academy. Although there are a number of school rules explained within these pages, I believe that all of the expectations for student behavior are founded on three basic values: honesty, respect for self and respect for others.

We expect honest behavior in all areas of school life, formal and informal, curricular and extracurricular. Honest and tactful communication among peers, students, parents, faculty and staff is essential to the healthy functioning of our institution.

Trust and responsibility are terms with many interpretations. But the ideas they embody—willingness to explore and respect differing points of view, charity and humility in expressing judgment, and readiness to cherish friendship, to depend and to be depended upon—are nonetheless fundamental. Such values can scarcely be legislated or perfectly defined. Yet the welfare and happiness of everyone on this campus depend on consideration and awareness, restraint and candor, discretion and shared joy.

Respect grows from honesty. Self-respect depends on a willingness to accept intellectual challenge, to care sensibly for the health of one's own body, and to be honest about one's feelings. Similarly, the diversity of the Phillips Academy community offers a unique opportunity to learn and practice compassion for and understanding of others.

Please read carefully the following pages of *The Blue Book* so that you are familiar with the opportunities and expectations described. You are part of a vibrant and strong community and we hope you will participate fully.

Sincerely,

Marlys A. Edwards
Dean of Students

COMMUNITY STRUCTURE

Our school has 1,080 students, and thus we have several different levels of structure and governance. This section provides an overview of the basic organization of Phillips Academy.

The Clusters

Each student, day or boarding, is assigned to one of the five clusters (named for a “cluster” of dormitories in the same neighborhood): Abbot, Flagstaff, Pine Knoll, West Quad North or West Quad South. In each cluster, there are about 215 students (including day and boarding students) as well as a group of faculty, many of whom are house counselors and advisers for students in the cluster. For boarding students, the dorm and cluster provide a home and community within the larger school. Day students are welcome to become informal members of a dormitory within their cluster and are encouraged to participate in all cluster activities, including running for student leadership positions within the cluster. Each cluster has its own student government, including a **Cluster Council** and a **Cluster Discipline Committee**.

House Counselors (for boarding students)

We consider the house counselors to be the primary adults responsible for the students living in their dormitories. **Resident house counselors** live within the dormitory buildings, while **complementary house counselors** are assigned to be on duty in dorms on certain nights and weekends, but do not actually live in the buildings. House counselors are the primary liaison with parents and work with advisers (see below) to help and support the students in their dorms. The house counselors are also charged with maintaining safe conditions, order, a good study climate and observance of school rules. The house counselors grant day excuses and room visiting permission, and they approve, with the cluster dean, all overnight excuses. House counselors are assisted by older students who serve as resident proctors, or, in junior (ninth-grade) dorms, prefects.

Advisers (for day students)

For a day student, the adviser is the primary adult on campus responsible for working with the student and communicating with parents. Each day student is assigned an adviser who helps an advisee to make the best possible use of the learning opportunities the academy provides. To this end, the adviser develops a personal knowledge of and relationship with the student, knowing his or her academic, extracurricular and personal situation, strengths and weaknesses, interests and aspirations. As one means of establishing and maintaining such a relationship, each advisee meets with his or her adviser at least once every two weeks, individually or in a group setting. Most day students will have a continuing relationship with the same adviser over their years at the school.

Advisers (for boarding students)

Although the house counselor is the primary adult working with a boarding student, the adviser plans and coordinates the student's overall academic and extracurricular program. And because students sometimes choose to change dormitories from year to year and thus have different house counselors, most advisers remain with the students from grade 10 through graduation. For ninth graders, it is usually one of the house counselors or complementary house counselors who serves as the adviser. As one means of establishing and maintaining the adviser/advisee relationship, each advisee meets with his or her adviser at least once every two weeks, individually or in a group setting. Most boarding students will have a continuing relationship with the same adviser over their years at the school, except while in ninth grade, when one of the house counselors or complementary house counselors usually serves as the adviser for the junior dorm.

Cluster Deans

Each cluster dean gets to know all students in his or her cluster and works with students and faculty to make the cluster a safe, healthy and enjoyable environment in which to work and, for boarding students, to live. The cluster deans' responsibilities include working with house counselors, day student advisers, cluster-elected officers, proctors and prefects, as well as being an available resource for all students in the cluster. Deans grant special permissions, coordinate and chair disciplinary committee meetings, write letters explaining faculty responses to disciplinary or academic difficulties, and serve as back-up counselors for students within the cluster. The dean also helps to organize cluster elections, proctor and prefect selection, social events and the housing selection process.

Dean of Students

The dean of students is primarily responsible for leading, coordinating, supporting and evaluating the cluster deans, as well as monitoring all aspects of student life on campus.

Dean of Studies

The dean of studies is primarily responsible for leading and coordinating the academic departments, divisions and advisers and for monitoring all aspects of the academic program.

Proctors and Prefects

Proctors (in upper class dorms) and prefects (in junior dorms) are selected each spring to serve as student dormitory leaders for the following year. Most proctors and prefects are seniors, but uppers are eligible to apply, especially as prefects. Responsibilities include being a liaison between students and house counselors, confidante for students, supervisor for dorm house-keeping, coordinator for dorm social activities, and friend and mentor, especially for new and younger students. Specific job requirements differ some-

what between proctors and prefects, but all are expected to serve as rule-abiding role models, to attend all training sessions and to work closely with house counselors to ensure that dorms are welcoming and safe places to live.

Cluster Councils and Student Council

Students in each cluster elect a cluster president and the entire student body elects a school president. The five Cluster Councils, each led by the cluster president and cluster dean and composed of elected dormitory and day student representatives, work to address cluster and community-based issues. Consisting of elected representatives from each cluster and grade, the Student Council works with the five Cluster Councils as well as with other student and faculty groups and committees to address schoolwide issues and proposals.

COMMUNITY EXPECTATIONS AND POLICIES

We hope that by being clear about expectations and policies we will inspire positive participation in all areas of the school, promote learning and encourage the realization that respect for self and for others is at the heart of our community. The five sections below, titled Respect; Health and Well-Being; Residential Life and Expectations; Vehicles and Safety; and Technology and Telecommunications Acceptable Use Policy, are included to clarify the community's expectations of all students. Later in the book, there is a more specific list of rules and consequences for rule violations.

The rules and procedures outlined in this book apply under normal circumstances. However, from time to time there are situations that require immediate, non-standard responses. Therefore, the academy reserves the right to deal with instances of other inappropriate behavior in a timely and efficient manner, taking actions deemed to be in the best interests of the academy, its faculty and its students. This document as written does not limit the authority of the academy to alter its rules and procedures to suit any unusual or changed circumstances.

RESPECT

Harassment and Hazing

Through education and intervention, the academy tries to achieve an environment that is free from all harassment and hazing. Verbal or physical conduct that has the effect of creating an intimidating, hostile or offensive environment for any member of the community cannot be tolerated. Any student who believes he or she has been hazed or harassed should immediately bring

the matter to the attention of a house counselor, adviser or dean. Responses to harassing or hazing behavior may range from counseling to dismissal from the school, depending on the circumstances and severity. Retaliation against an individual for reporting instances of hazing or harassing behavior is considered an egregious violation of a major school rule.

Sexual Harassment

Most unwelcome and/or harassing behavior results from ignorance and flirting or teasing that is not welcome or that becomes excessive. Being sensitive to other people's feelings and communicating clearly are the best ways to prevent sexual harassment. Sexual harassment is defined as behavior involving a single instance or repeated instances of inappropriate verbal and/or physical conduct of a sexual nature. Examples include unwelcome advances, requests for sexual favors, touching, innuendo and other conduct of a sexual nature that has the purpose or effect of 1) creating an intimidating, hostile or offensive environment, 2) interfering unreasonably with a person's academic performance, or 3) creating a situation where an evaluation of a student depends on his or her submitting to and/or not objecting to the behavior.

Any student who believes he or she has been subject to sexual harassment should bring the matter to the attention of a house counselor, adviser, dean or member of the Sexual Harassment Council (SHC). The members of the SHC designated to address student concerns are Marc Koolen and Trish Russell. Once contacted the SHC can provide advice about how to respond to the situation on one's own; obtain assistance in moderating a conversation in person or writing between the student and the person perceived as the harasser; or commence a formal investigation of the incident(s). The SHC will maintain confidentiality to the extent the situation permits.

Although the academy's goals are to support and educate members of the community as the principal means of preventing harassment, the academy also has an independent responsibility to ensure a harassment-free environment. The academy and the SHC thus reserve the right to act unilaterally to end harassment where such intervention is deemed to be warranted. If less formal intervention is unsuccessful or inappropriate, the academy will rely upon the findings of a formal investigation in reaching a decision on what action to take in response to acts of sexual harassment. Potential responses within the school range from verbal education to dismissal from the academy. Retaliation against an individual for reporting violations of the sexual harassment policy is considered an egregious violation of a major school rule.

HEALTH AND WELL-BEING

Tobacco, Alcohol and Other Drugs

As a community concerned about health and safety, we strive to educate students about the potential dangers of tobacco, alcohol and other drugs. Persistent use of alcohol or drugs commonly results in physical and psychological problems, some of which are lasting and have debilitating effects on motivation and achievement. These effects include memory loss and personality change, and they sometimes expose the user and/or those nearby to the risk of physical harm.

The school has an obligation to abide by and to respect the broader society's laws. Therefore, the school cannot accept even sporadic or experimental use of alcohol, illegal drugs or misuse of prescription or over-the-counter products. A student who obtains, sells, trades, donates or makes available to others alcoholic beverages, illegal or prescription drugs (including those prescribed to treat ADD) can be dismissed regardless of his or her previous disciplinary record. Similarly, a student who consumes drugs, including alcohol, in quantities deemed medically dangerous or deemed responsible for abusive or dangerous behavior can be dismissed after a single offense.

Recognizing that smoking and smokeless tobacco are also dangerous to health, the school forbids the use of either by students. Students who persist in using tobacco may be required to participate in a smoke-enders' program. After repeated instances, a student may be required to take a leave of absence or may be dismissed.

A Non-Disciplinary Response to Drugs and Alcohol—Sanctuary Policy

To encourage students to seek professional help in situations involving illicit drugs or alcohol, the school has instituted a non-disciplinary response, or "sanctuary policy." If a student determines that he or she or a friend is in need of immediate medical attention or other assistance as a result of drug or alcohol use, the student may choose any of the following options with no fear of disciplinary consequences:

1. Contact the house counselor or any faculty or staff member and ask for help.
2. Call Public Safety (ext. 4444) for a ride to Isham Health Center.
3. Call an ambulance (911) for transportation to a local hospital.
4. Proceed directly to Isham (or the closest medical facility if off campus).

No disciplinary action will result when a student is clearly seeking help for himself or herself or for a friend, assuming that the faculty member(s) involved have not independently discovered the rule violation. There will, however, be some type of medical follow-up. In most cases, this will include a conversation with the school physician and a member of the counseling

staff. Normally the student's parents and house counselor(s) will be notified of a sanctuary incident. If deemed necessary, the school's medical staff may recommend or require a drug/alcohol evaluation. If you have any questions about drug/alcohol use or this non-disciplinary response, please contact a staff member of Graham House or Isham Health Center, the dean of students, your cluster dean, your house counselor or a member of ADAAC, the Andover Drug and Alcohol Awareness Committee.

Counseling and Confidentiality

We want to encourage students to seek help and advice without fear of disciplinary action whenever substance abuse is a concern. If a student initiates a conversation with any adult in the community about such concerns, there will be no disciplinary result. In addition, students are encouraged to seek professional help and advice about substance use and abuse from both the Student Counseling Service at Graham House and the Isham Health Center. There also exists a student group, the Andover Drug and Alcohol Awareness Committee, which can provide and recommend help. As part of a series of life issues education programs across campus, the school sponsors a week of highly focused workshops each fall led by the Foundation for Freedom from Chemical Dependency.

As in any medical or counseling setting, student meetings at the Isham Health Center or at Graham House are treated with confidentiality. Personal issues will not be discussed with others unless the student grants specific permission, or unless the health care provider or counselor is so mandated by medical ethics, the law or courts.

Sexual Intimacy

For high school students the issue of sexual intimacy is a complicated one. While we recognize that healthy romantic relationships may involve a range of physical intimacies, we must be clear that in a boarding school there are some special considerations.

We feel that sexual intimacy between students at Phillips Academy is inappropriate for the following reasons:

- We are concerned about the physical health of students and wish to protect them from sexual behavior that may lead to sexually transmitted infections and/or to pregnancy.
- We are aware of the potentially damaging emotional implications that accompany early sexual relationships.
- Within our diverse community there is a spectrum of values and moral beliefs around the issues of sexuality and sexual behavior.
- Students living closely in dormitories have a right to privacy that includes the comfort of knowing when visitors will be present in the dormitory and the right to be free from unwanted exposure to the intimate sexual behaviors of others.

The school has equal expectations for students regardless of their sexual orientation, and we expect all students involved in romantic relationships, whether same-sex or opposite-sex, to respect their partners' privacy and the privacy of others.

In accordance with Massachusetts law, the dean of students is required to report all instances of sexual abuse or statutory rape to the Department of Social Services (DSS). Because the age of legal consent in Massachusetts is 16 years, the dean of students must report even consensual sexual activity involving a student under 16 years of age.

Leaves of Absence

Sometimes issues can arise in the course of a student's career at Phillips Academy that may interfere with his or her ability to engage constructively in the business of learning. The school's leave-of-absence policy acknowledges that time away from campus can be important. Therefore, Phillips Academy allows students to remain in good standing while taking the time they need to address important personal issues away from the school and with their families. The dean of studies, in consultation with the medical director, director of psychological services and dean of students, grants and determines the duration of all leaves and the conditions necessary for a student's return.

Voluntary Leaves:

A student and parents may request a leave of absence for a variety of reasons. The duration of a leave is usually until the fall of the following academic year.

Required Leaves:

1. A leave of absence may be required for medical reasons when, in order to ensure effective management or treatment of a medical problem, a student must be away from the campus for a period of time. A leave may be required for a diagnostic evaluation or treatment, or it may be initiated when a student's presence on campus might jeopardize his or her own health or compromise the well-being of others. Such leaves may last from a few days to one or more terms, depending on the needs and circumstances.
2. Once a student is admitted to Phillips Academy and at any time after his or her matriculation, a leave of absence is required in any case of suicidal behavior, risk of suicidal behavior or behavior that could be considered suicidal. The leave will last until the fall of the next academic year or, if the incident occurs during the spring term, for the following full academic year. It is our experience that a clearly defined and extended period of time permits students to focus, with their families, on the steps to be taken to regain their equilibrium and to thrive.
3. A leave of absence may be required following any situation of egregious or reported self-abuse, including but not limited to drug and alcohol ingestion, severe eating disorder or self-mutilation. The leave will last until the fall of the next academic year, or, if the situation occurs during the spring term, for all of the next academic year.

4. A leave of absence may be required in cases in which a student is unable to meet school obligations (academic, attendance or residential) or in cases in which the needs of a student cannot be met by the community and are interfering with the well-being of others. When a student is unable to meet the school's expectations (including compliance with a previously determined treatment plan), then a leave of absence will be required. The leave will last until the fall of the next academic year, or, if the difficulty occurs during the spring term, for the next full academic year.

Return from Leaves:

Readmission of a student after a leave of absence is not automatic, but depends upon the student's meeting certain criteria specified by the dean of studies in writing when the leave is granted. Approval for a return from any category of leave rests with the dean of studies in consultation with the dean of students, cluster dean, medical director and director of psychological services. Any conditions or behavioral expectations placed on a student upon his or her return from a leave must be fully met. If they are not, the student will be returned to leave-of-absence status.

RESIDENTIAL LIFE AND EXPECTATIONS

The dormitory buildings are year-round homes to faculty and their families and become home away from home for boarding students while school is in session. In order to ensure that dormitories are welcoming, comfortable and safe environments in which to live and work, all residents and visitors to dorms are expected to treat all buildings, furnishings and inhabitants with care and respect. Concern for the safety and well-being of dormitory residents is central in all of the sections below.

Study Hours

A dormitory and areas around classroom buildings should be quiet enough to allow for effective study. Faculty and students are asked to be especially aware of the requirement for quiet during study hours (beginning at 8 p.m.) and at all times of day and evening during the exam periods. Although different people study at all different times during the day, the time after 8 p.m. on nights preceding classes is reserved exclusively for academic work.

To encourage a campuswide study environment, we require all junior, lower and upper boarders to sign into their dorms by 8 p.m. or sign out to a place of study (library, computer center, art studio, Polk Center, LLC, Graves) if they leave their dormitories after 8 p.m. Signing out to a specific place of study and then going to another location is considered dishonest. Seniors are the only students permitted to be off campus, in the Ryley Room snack bar, or watching dormitory televisions after 8 p.m. on school nights.

All students must sign into their dorms by the final sign-in times: 9:30 p.m. on Sundays and Thursdays and 10 p.m. on other nights before classes.

Non-senior day students who are on campus after 8 p.m. on nights before classes must be in a designated study area. Juniors, as well as lower and upper day students, may not visit in dormitories during study hours without special permission. All day students are required to leave the campus each night by the final dormitory sign-in time.

End of the Day

To ensure that students get an adequate amount of sleep and develop healthy sleep habits, juniors are required to be in their own rooms with the lights out by 11 p.m. on nights before classes. Lowers (all year) and uppers (in the fall term only) are expected to be in their own rooms by 11 p.m. We encourage all students to get to bed no later than midnight on nights before classes.

Weekend Sign-in

On Friday evenings of five-day weeks, the sign-in time is 10 p.m. for juniors, lowers and uppers and 11 p.m. for seniors. On Saturday evenings, the sign-in time for all students is 11:30 p.m. Between final sign-in time and 6 a.m., the academy requires students to remain in their dormitories unless permission to leave has been given by the house counselor or the cluster dean.

Boarders who have been outside the Town of Andover on a day or overnight excuse are required to sign in at their dormitories immediately on their return to campus.

Day students are welcome to spend the night with friends in dormitories when there are no classes the following day, but must request permission from the house counselor in advance. House counselors hosting day students must have communication from the day students' parents before 7 p.m. the day of the visit.

Dormitory Room Visiting

Although we strongly counsel students to postpone sexual intimacy until they are older, we also realize that there are a number of other reasons why students might want to visit with each other, including private conversations and studying together. Healthy relationships require a certain amount of privacy and a place where students can feel at home. In order to balance students' needs for privacy with appropriate supervision of dormitories, we have clear guidelines for dormitory room visitation.

Room visiting for students in grades 10, 11 and 12 begins only after dormitory/adviser meetings in the early fall, during which students and faculty discuss relationships in general and responsibilities and guidelines for room visiting in particular. Room visiting for ninth-grade students does not begin until the winter term. In all cases when an older and a younger student are visiting, the rules that apply to the younger student are in effect.

What follows are the general guidelines for room visiting. A house counselor must be in the dormitory building during all room visits, but house counselors have no obligation to be home at any of the indicated times. For a variety of reasons, a house counselor may deny permission for a visit.

Room Visiting Hours

These times may be available for room visiting at the house counselor's discretion. NOTES: "Doors open" means the door is open 90 degrees. "Door ajar" means that the door should be open at least 12 inches and must be propped open if it closes automatically. Fridays of 6-day weeks should be considered the same as Mon.-Thurs. All room visits require a conversation with a house counselor, and each guest must sign in and sign out on the Room Visiting Sheet in the house counselor's apartment.

	Mon.-Thurs.	Friday	Saturday	Sunday
Juniors	Fall – no room visits Winter and Spring 5-8 p.m. Doors open	No room visits	No room visits	Spring Term Only 3-8 p.m. Doors open
Lowers	5-8 p.m. Doors open	5-9:30 p.m. Doors open	3-11 p.m. Doors open	3-8 p.m. Doors open
Uppers	5-8 p.m. Doors ajar	5-9:30 p.m. Doors ajar	3-11 p.m. Doors ajar	3-8 p.m. Doors ajar
Seniors	5-8 p.m. Doors open or closed	5-9:30 p.m. Doors open or closed	3-11 p.m. Doors open or closed	3-8 p.m. Doors open or closed

Dormitory Fire Safety

To ensure safety for all dorm residents, we expect students to honor the following guidelines for fire safety. Fire inspectors and house counselors will inspect dormitories weekly and will confiscate banned items. Cluster deans will be notified of all fire safety violations, with some form of discipline likely to result.

- **FIRE DRILLS:** Regular fire drills will be conducted in all dorms, and students should be aware of all emergency exits.
- **FLAMES:** The school prohibits any open flames or flammable materials in dormitories, including possession, storage or use of matches, lighters, incense, candles, cigarettes, cigars, pipes, fireworks or dangerous chemicals.
- **APPLIANCES:** Students may NOT have water coolers, air conditioners, humidifiers, microwaves, irons, space heaters, halogen lamps, toasters, stoves, coffee makers, grills, hot pots, rice cookers, popcorn poppers, hot plates or any similar appliances in their rooms. Small fans and hair dryers are permitted but must be unplugged when not in use. If students in a dorm wish to set up a water cooler in a dorm, it is at

their own expense, and they must do so only in an area with no carpet and a floor drain and with permission of the house counselor and cluster dean and approval from the Office of Physical Plant. The only students permitted to have small refrigerators in their own rooms are proctors and prefects, and only prefects are allowed to have television sets in their rooms. (There are a TV, VCR, microwave, refrigerator, iron and ironing board provided in the common areas of each dorm.)

- **ELECTRICAL:** Students are required to use approved plug strips with independent circuit breakers if they wish to plug more than two things into a single power outlet. There should never be more than one extension cord per outlet, and cords may not run under rugs or mattresses or through walls or partitions. Bulbs in lamps should be 60W or below, and only sturdy, non-halogen lamps are permitted in dorm rooms.
- **FURNITURE:** The Massachusetts Fire Code requires that all furniture in dormitories be certified as non-flammable. Therefore, no students are permitted to move upholstered couches or chairs into their dorm rooms without proper manufacturer's documentation that the furniture is non-flammable. Before purchasing or bringing any upholstered furniture to campus, please consult your house counselor or cluster dean. School-provided furniture may not be stacked on cinder blocks or other furniture, disassembled, removed or altered without permission from the house counselor and OPP.
- **SAFETY EQUIPMENT:** Fire extinguishers and fire escapes are for fire emergencies only and should not be used at any other time. Fines as well as discipline are imposed for any misuse of safety equipment. Also, students may not tamper with, remove batteries from or alter any fire, smoke or heat detectors or alarms for any purpose.
- **TIDINESS:** All room floors, halls and common areas must be kept free of clutter, boxes, trash, clothes, shoes, etc. Trash and recycling removal must be frequent to prevent any buildup in rooms or halls. Window sills and floors opening to fire escapes must be clear at all times. No bikes should be stored in student rooms, halls or stairways. No pets are allowed in dorms (except for fish in a small bowl that must be cared for properly).
- **DECORATIONS:** Do not place any paper decorations or tapestries on either side of any door, on ceilings or on hallway walls. Posters and tapestries in rooms must be completely flush against a wall using push pins (no glue or tape) and must not cover more than 50 percent of a given wall. No electrical signs or strings of lights are permitted in or on dorms, and no flags or permanent fixtures should be attached on the exterior of any building.

Dormitory Security

- **LOCKS:** All exterior dormitory doors must be locked at all times. No exterior doors should ever be propped open, and no one should be permitted unauthorized entry into a dorm.

- **GUESTS:** Because a house counselor must know exactly who is in the dormitory in case of emergency, a guests may spend the night in a dormitory only with the house counselor's permission, granted well in advance (must be before 7 p.m.) and ordinarily not on nights preceding classes. Overnight visitors who are not students at Phillips Academy must have permission to be in the dorm from the host's house counselor and cluster dean. Guests are the responsibility of their hosts and must abide by all school rules.
- **PERSONAL PROPERTY:** Students and parents are cautioned that the school assumes no responsibility for the security of personal possessions. Parents should make sure that all belongings a student brings to campus are properly insured against physical loss, damage or theft.
- **WEAPONS:** Students may not possess, display, use or carry firearms of any type, facsimile firearms, air guns, explosives, ammunition, knives (other than small pocket knives) or any other weaponry.

Dormitory Housing Lottery

Each spring, there is a housing lottery for current students. The lottery operates on a priority system based on squatters' rights and seniority. Juniors must move to another dorm for 10th grade; older students have the option of moving or remaining in their current rooms. Priority is given to the most senior students in each of the following categories: first, to students within the dorm; second, to students according to the number of years spent in the dorm or cluster; and finally by random lottery number for students from outside the cluster. A certain number of spaces in medium- and large-sized dorms are reserved for new students. Students with questions about rooming or the housing lottery should speak with their cluster dean.

Dormitories and Privacy

All members of the community should respect the privacy and property of others and share in the creation of an environment that protects the physical and emotional well-being of each member of the dormitory. Because the house counselor is responsible for the dormitory and its residents, the house counselor and cluster dean must have immediate access to any room upon knocking and may confiscate any items not permitted in a dormitory. Given a serious concern, they may use a key to enter a room whether a student is present or not. Dorm rooms should not be locked when residents (or other students) are in the room. On the rare occasion when a systematic search for contraband is necessary, the cluster dean will conduct it formally, in the presence of the student, an elected cluster representative and the house counselor.

Mail and Privacy

Certain materials are not appropriate in a school environment, and their possession on the Phillips Academy campus will likely result in disciplinary

action. In particular, students are not permitted to have, display or have sent to them at Phillips Academy any of the following: controlled substances (drugs, either illegal or prescription for which the student does not have a valid prescription; alcohol and tobacco products), weapons (including firearms, edged weapons and/or martial arts devices), explosives (including fireworks), highly flammable materials, or living animals of any kind. In addition, students are expected to refrain from bringing to Phillips Academy or having delivered to them on campus by mail, common carrier or e-mail publications and/or catalogs devoted to, or containing more than minimal amounts of material depicting, describing or advertising pornography, weapons or hate crimes/abusive behavior. Students should realize that their mail, including periodicals and packages, is routinely handled by Central Services staff in the process of making it available in the student mailroom in George Washington Hall. While Central Services staff members are instructed to regard all mail and packages directed to students as the confidential property of the recipient, they have also been instructed to bring to the dean of students any package or periodical that appears to contain materials not permitted on the Phillips Academy campus. To protect the privacy of the recipient, the Central Services staff has been instructed not to break intact seals on any package or periodical to determine whether it appears to contain improper material. However, students should be aware that a package or periodical may already be open when it arrives on campus and/or its wrapping may contain information that suggests it contains improper material. When a package or periodical suspected of containing improper material is brought to the Dean of Students' Office, the dean will invite the student to meet with her to discuss the contents of the package or periodical and may ask the student to open the package or periodical in her presence.

Recycling

The academy has recognized the need for unselfish strategies and policies to preserve the ecological balance of the environment in which we live. Education, awareness and participation are essential to achieving this goal. Students are expected to separate aluminum cans, paper, glass and recyclable plastics from the rest of their trash and to make sure these items are properly recycled.

Overnight Excuses

Boarding students may request permission to leave campus for an overnight excuse after their last appointment of the week and are expected to return by 8 p.m. on Sunday. All excuses require the approval of parents, the house counselor and the cluster dean, and specific details of the excusing procedure are published in each cluster by the cluster dean. Overnight excuses are granted only when a parent or other adult host (25 years of age or older) has confirmed that he or she will be present during the student's visit. Rare

exceptions to these requirements will be made for seniors who need to visit prospective college campuses and for students who wish to visit a sibling at college. In each of these last two cases, an overnight excuse will be granted only after receipt of written parental permission, a conversation between the cluster dean and the parents, and final approval by the cluster dean. The cluster deans may refuse to grant overnight excuses for large groups or mixed gender groups. A student is expected to notify his or her house counselor and cluster dean of any change in plans from those specified on the overnight excuse form, including any return trips to campus during the dates/times indicated on the overnight excuse form.

Day Excuses

A student may request permission from his or her house counselor or cluster dean to leave the Town of Andover on a day excuse. Juniors and lowers must return by 8 p.m. from all day excuses on nights before classes. On weekends they may stay out past 8 p.m. if accompanied by a parent, in which case they should inform the house counselor prior to departure. Uppers may remain off campus until 8 p.m. on nights before classes and until sign-in time on the weekends. Seniors may remain off campus until their sign-in time. When requesting a day excuse, a student must be very clear about where he or she is going and the mode of transportation. If a student is requesting a day excuse to a private home, a parent must be present during that visit. Please refer to the "Cars" section on the next page for the specifics regarding boarding students riding in cars.

School Vacations/Arrivals and Departures

It is very important for students and parents to pay close attention to the arrival and departure dates specified on the School Calendar. Because the dormitories officially close for the designated school vacations in November, December, March and summer, students are not permitted to be in the dorms during these times and are asked leave to within 24 hours after their last exam at the end of each term. Prior to departing, students are required to fill out vacation information forms indicating specific travel information, departure and arrival times. They are also required to have their rooms inspected by a house counselor for cleanliness before they are permitted to leave for vacation. During school vacations, students are not permitted to return to a dormitory (even just to stop in to pick up belongings) prior to the scheduled return date without prior approval from the cluster dean and house counselor. Students returning early to the dorm in September will be charged \$100 per night and face discipline for being in the dorm without proper permission. Exceptions to this will be very rare and can only be granted by the cluster dean.

Behavioral Expectations While Away from Campus

All students, boarding and day, are expected to behave responsibly and respectfully and to follow school rules while on campus and during day and overnight excuses. Even while a student is away from campus on vacation, any violation of state or federal law, including possession and/or use of illegal drugs or alcohol, can lead to disciplinary action. Renting hotel rooms for parties on weekends or day excuses is not permitted, and students attending such parties can expect a disciplinary response. In general, the school's jurisdiction extends to day and boarding students off campus when school is in session, when students are traveling to or from campus at vacation time, or when faculty are notified or asked to intercede in response to off-campus behavior that includes violation of school rules. Whenever such problems arise, the school may respond with counseling and/or disciplinary action.

Off-Campus Employment

Because of the extensive time demands of the school's overall program, Phillips Academy discourages students from working at paying off-campus jobs while school is in session. For boarding students, off-campus employment is rarely allowed and only with specific restrictions and written permission from the student's parents and the dean of students.

VEHICLES AND SAFETY

Although this is a large campus, the most common form of transportation around campus and to downtown Andover is by foot. Boarding students are not permitted to have or to operate any motorized vehicles, including cars, motorcycles, mopeds or motorized scooters, while they are at school. A boarding student may use public transportation or a taxi service, but must always request a day excuse (defined above) in advance if he or she will be leaving the Town of Andover.

Pedestrian Safety

Although students can walk to all campus locations, the school property is bisected by Main Street (Rte. 28), a state highway. Students should take special care in crossing Main Street and all streets on campus and should always use marked pedestrian lights and crosswalks.

Cars

A boarding student may not keep a motor vehicle in or near Andover. In addition, a boarder may not drive any car on campus at any time unless he or she has specific permission from a cluster dean or is with a parent.

Licensed day students have the privilege of driving cars to campus if they register their cars with Public Safety. From the time students arrive on campus until they leave for the day, vehicles must be left in one of the designated parking areas and should not be used for transportation from one campus

location to another. We request that students not park on Salem Street between Main Street and Highland Road so that spaces are available for visitors to the Shuman Admission Center. A complete map of student parking areas is available from the Public Safety Office. A day student driver, normally an upper or senior, is allowed to transport a boarding student only if the day student's and boarding student's parents have indicated permission to do so on the annual Parental Permission Card and the students have all necessary permissions from the house counselor or cluster dean.

Boarding students may ride in day students' cars only if the boarders' parents have indicated permission on the annual Parental Permission Card and if the house counselor or cluster dean has also granted permission on each occasion. Boarders may ride only with family members, parents of current students, and faculty members without getting specific permission, but should always seek permission from their house counselor or dean for a day excuse if they are leaving the Town of Andover.

If parents have given permission, upper and senior boarders may get ID card stickers from the Dean of Students' Office that allow them to request permission from any faculty member to ride locally (in the Town of Andover) in a day student's car. This comes in handy if a student cannot find his or her house counselor or cluster dean quickly and wants to go in a car to downtown Andover. If granted permission to ride with a day student, the boarding student is expected, however, to send a voice mail message to his or her house counselor to indicate when, where and with whom he or she is riding, who gave permission, and when he or she will be back. It is important to remember that the ID cards with stickers can be used only for permission to ride in the Town of Andover. Day excuse and car permissions beyond the Town of Andover may only be obtained from the student's house counselor or cluster dean.

Bicycles

Students are expected to register bicycles with Public Safety, to lock them when not in use, and to obey all rules of the road, including the use of proper lighting and reflectors at night. Helmets are strongly recommended.

Skateboards, In-Line Skates and Scooters

Students using skateboards, in-line skates or scooters are not allowed on the Great Quad. In other areas of campus, students are required to stay on defined campus paths and roadways (and off the grass) and are encouraged to wear protective headgear, elbow pads and kneepads. No scooters, skateboards or in-line skates may be used inside academy buildings, on any steps, benches or railings, or in the vicinity of the Memorial Bell Tower.

TECHNOLOGY AND TELECOMMUNICATIONS ACCEPTABLE USE POLICY

Computers, cellular phones, digital cameras, fax machines and other technologies are now widely available, and Phillips Academy supports their appropriate use. In the context of a school, however, students must use these devices cautiously so as not to affect negatively the educational mission of the school, a student's academic development or the rights of other members of the community. The pages that follow contain a detailed Acceptable Use Policy that you should read carefully. By way of preface, we ask that you also keep a few basic guidelines in mind. 1) Cell phones should always be off during classes, concerts and lectures, as well as in the library, LLC, computer center or any venue where a ringing phone may cause disruption. Students using phones (of all types) in the dormitory should take care not to disturb other students' quiet study. 2) Limiting time on the Internet, including on Instant Messenger, has become an essential skill for academic success. Internet access is primarily for academic purposes, and excessive abuse of this not only violates the school's Acceptable Use Policy, but also can interfere with academic work and healthy sleep patterns. Even with academic work, there is reason for caution on the Internet; plagiarism and other inappropriate behavior (including getting too much research and editing help from family members and friends) can happen more easily electronically. Make sure you have clearly documented all outside sources and helpers on all academic work. 3) Finally, make sure to secure proper consent for all subjects of photographs or videos. As with Instant Messenger texts or voicemails, photos and videos can become public, and thus you should always be fully prepared to take full responsibility for all of the content.

The academy's Technology and Telecommunications Policy, which follows, applies to all authorized users who access the academy's network or equipment using academy-owned or personally-owned equipment, including wireless devices.

Purpose

- The technology resources at Phillips Academy (e.g., all networking, hardware and software, the Internet, e-mail, telephone equipment, WPAA radio station, and voice mail) are provided to support the educational and administrative activities of the school and should be used for those purposes. Use is a privilege, not a right.
- Use should always be legal, ethical and consistent with the academy's Statement of Purpose, its policies on honesty and integrity and its general standards for community behavior.
- Incidental personal use of the school's technology resources must not interfere with the community member's performance or with the community's ability to use the resources for professional and academic purposes and must not violate other school policies or standards of behavior.

- Except as authorized by the academy, use of the academy's technology resources or data for personal business, political campaigning or commercial purposes is prohibited.

Authorized Use

- An authorized user is any person who has been granted authority by the academy to access its computing, network and telephone systems and whose usage complies with this policy. Unauthorized use is strictly prohibited. By accessing the academy's network using academy-owned or personally-owned equipment, you have consented to the academy's exercise of its authority and rights as set out in this policy with respect to any such equipment, as well as with respect to any information or communication stored or transmitted over such equipment.
- Students are provided with e-mail accounts, voice mail accounts and Internet access.
- Whenever a student ceases being a member of the academy community, use of technology shall cease for that student.
- No student shall aid, abet or facilitate an unauthorized user to access or use the academy's technology resources.

Privacy Expectations

- The academy's network resources, including all telephone and data lines, are the property of the academy. The academy reserves the right to access, view or monitor any information or communication stored on or transmitted over the network, or on or over equipment that has been used to access the academy's network, and it may be required by law to allow third parties to do so. Electronic data, e.g., may become evidence in legal proceedings. In addition, others may inadvertently view messages or data as a result of routine systems maintenance and monitoring or misdelivery.
- Users must recognize that there is no guarantee of privacy associated with their use of academy technology resources. Users should not expect that e-mail, voice mail or other information created or maintained in the system (even those marked "personal" or "confidential") are private, confidential or secure.

Responsible Use

- No user may act in ways that invade the privacy of others, are unethical or fail to comply with all legal restrictions regarding the use of electronic data. All users must also recognize and refrain from violating the intellectual property rights of others.
- All users must maintain the confidentiality of student information in compliance with federal and state law.
- Disclosing and/or gossiping (including but not limited to via e-mail,

voice mail, Internet instant messaging, chat rooms or on Web pages) about confidential or proprietary information related to Phillips Academy is prohibited.

- All users must refrain from acts that waste academy technology resources or prevent others from using them. Users will not access, modify or delete others' files or system settings without express permission. Tampering of any kind is strictly forbidden. Deliberate attempts to tamper with or degrade the performance of an academy computer system, telephone system or network or to deprive authorized users of access to or use of such resources are prohibited.
- Students may not send broadcast e-mail or broadcast voicemail to the campus community without prior permission from the dean of students or director of student activities.
- Users are responsible for both the content and possible effects of their messages on the network. Prohibited activity includes, but is not limited to, creating or propagating viruses, material in any form (text, sound, pictures or video) that reflects adversely on the academy, "chain letters" (which proffer incentives to relay them to others), inappropriate messages (including discriminatory or harassing material), and billable services.
- Altering electronic communications to hide your identity or impersonate another person is considered forgery and is prohibited.
- Users will abide by all copyright, trademark, patent and other laws governing intellectual property. No software may be installed, copied or used on academy equipment except as permitted by law. All software license provisions must be strictly adhered to.
- The academy fully supports the experimental educational and business use of software and has created the Educational Research and Development Laboratory (ERDL) in the Computer Center for this purpose. Since the installation of applications, other than academy-owned and academy-tested programs, could damage the academy's computer systems or interfere with others' use, software downloaded from the Internet or obtained elsewhere may only be installed on academy equipment in ERDL for experimental, educational and business purposes. Software may not be installed onto any other academy-owned or academy-leased computer unless in compliance with the Phillips Academy Software Acquisition Policy.

Inappropriate Materials

- The academy prohibits faculty, staff and students from keeping pornography in any form at school, including, but not limited to, magazines, posters, videos, electronic files or other electronic materials.
- Accessing the academy's network or equipment to create, access, download, edit, view, store, send or print materials that are illegal, offensive, harassing, intimidating, discriminatory, sexually explicit or graphic, pornographic, obscene or otherwise inconsistent with the values and

general standards for community behavior of the academy is prohibited. The academy will respond to complaints of harassing or discriminatory use of its technology resources in accordance with its Anti-Harassment and Anti-Discrimination Policy. These provisions are not intended to prohibit an authorized user from carrying out his or her assigned educational, employment or administrative function.

Security

- Each user is responsible for the security and integrity of information stored on his or her computer or voice mail system. Computer accounts, passwords, security codes and other types of authorization are assigned to individual users and must not be shared with or used by others. Phillips Academy, at its sole discretion, reserves the right to bypass such passwords and to access, view or monitor its systems and all of their contents. By accessing the academy's system, you have consented to the academy's right to do so.
- Removing or relocating academy-owned technology resources requires prior authorization from the Office of Technology and Telecommunications.
- Students who live in dormitories are provided the opportunity to connect to the academy network. Student use of modems in the dormitories is prohibited.
- Users may not attempt to circumvent or subvert the security provisions of any other system. Without authorization from the Office of Technology and Telecommunications, no one may attach a server to or provide server services on the academy network.

The Internet at Andover

- There are risks involved with using the Internet. To protect personal safety, Internet users should not give out personal information to others on bulletin boards, chat lines or other systems. The academy cannot guarantee that users will not encounter text, pictures or references that are objectionable. Responsible attitudes and appropriate behavior are essential in using this resource. As with e-mail, information that a user places on the Internet is akin to sending a postcard rather than a sealed letter. Its contents may be accessed by system administrators on this campus and elsewhere.
- Users must be aware that some material circulating on the Internet is copyrighted and subject to all copyright laws. Materials taken from the Internet must be properly footnoted.
- Users must be aware that some material circulating on the Internet is illegally distributed. Users must never use the academy's system to download illegally distributed material.
- Users are cautioned not to open e-mail attachments or download any files from unknown sources in order to avoid damaging their computers and bringing destructive viruses into the academy's system.

- Students may create Web pages on the Phillips Academy intranet (PAnet). To ensure the integrity of the site, users must abide by the Phillips Academy Web Page Standards and Guidelines. It is the user's responsibility to update and maintain all links and content, keeping in mind the school's Inappropriate Materials policies and the copyright requirements.

Policy Enforcement and Sanctions

- All members of the community are expected to assist in the enforcement of this policy. Persons in violation of this policy are subject to a full range of sanctions, including, but not limited to, the loss of computer, telephone or network access privileges, disciplinary action, and dismissal/termination from the academy. Some violations may constitute criminal offenses as defined by local, state and federal laws, and the academy may initiate or assist in the prosecution of any such violations to the full extent of the law.
- Any suspected violation of this policy by students should be reported immediately to the director of technology and telecommunications, as well as to the dean of students.

ADDITIONAL POLICIES AND GUIDELINES FOR VOICE MAIL USE

Use of voice mail at Phillips Academy must comply with the Acceptable Use Policy outlined in this handbook. The following policies and guidelines have been developed to ensure that everyone benefits from the use of this technology. Failure to comply with these guidelines will result in the loss of service and/or disciplinary action.

- Voice-mail greetings using sexually explicit, graphic, threatening or obscene language, or otherwise using language inconsistent with the values and general standards for community behavior of the academy, are prohibited.
- Anyone leaving such inappropriate messages on voice mail may face disciplinary action.
- Anyone receiving a threatening message should save the message and report the incident to the house counselor and Public Safety. The telecommunications office will attempt to trace the message and report the results to the house counselor, cluster dean or dean of students.
- Use of voice mailboxes for commercial purposes or advertising is not permitted.
- In order to guarantee privacy of voice mailbox messages, students are required to use security codes.
- Requests for removal of security codes for students should be made in person to the telecommunications office in Draper Hall.

MAJOR RULES

The focus of our disciplinary system is education; we believe people can learn from their mistakes and remain contributing, positive members of the community. A serious rule violation therefore often leads to a term of probation during which the student is asked to demonstrate both the willingness and ability to learn and mature from the experience. There are, however, certain offenses for which a student should expect to be dismissed from Phillips Academy *regardless of any prior disciplinary record*. These include any egregious violation of a major rule and any offense deemed exceptionally misguided or dangerous. Examples include serious instances of hazing or harassment, major theft, repeated and calculated cheating, consumption of alcohol or drugs in quantities deemed to be medically dangerous or to contribute to abusive or dangerous behavior, or consumption of drugs known to be medically dangerous in any quantity. In addition, Dismissal is the most likely outcome, even after a first offense when a student is selling or providing illegal drugs, prescription drugs (including drugs used to treat ADD) or alcohol or transporting others to obtain illegal drugs or alcohol. Failure to meet the terms of Probation, lying to a discipline committee (even if discovered long after the fact) or a second probationary offense will also lead to Dismissal from the school.

In order to clarify the community expectations, we have included below a list of major rules, a minimum standard of behavior that all students have a responsibility to review and remember. Violation of any of the following or other instances of inappropriate behavior as outlined in Community Expectations and Policies (page 6) usually results in a meeting with the cluster discipline committee followed by a formal disciplinary response.

Forbidden are:

- Dishonesty, including lying, cheating, plagiarizing, misuse of sources or dual submissions of academic work; theft of goods or services; misuse or defacing of library materials or other school property; failure to comply with copyright rules, including those regarding appropriate use of proprietary software; fraud of any kind, including deceit regarding permission forms, class excuse notes, etc.; falsifying sign-in; or misuse of telephones, credit cards or ID cards.
- Actions potentially harmful to the health, safety or well-being of other persons, including malicious or threatening actions or remarks of any kind, willful infliction of personal injury, hazing, violation of privacy (including with the use of any recording or imaging technologies), actions or derogatory remarks constituting harassment based on race, ethnicity, religion, gender or sexual orientation.
- Actions potentially dangerous to people or property, including violation of fire regulations, destruction of property, possession, use or acqui-

tion of any type of weapon, weapon facsimile, ammunition, fireworks or other hazardous materials.

- The use or possession of alcoholic beverages or illegal drugs; being in their presence; or the misuse of other substances, including inhalants, over-the-counter medicine or prescription drugs, including those used to treat ADD.
- Possession of paraphernalia or containers associated with drug or alcohol use.
- Hosting rule-breaking activity in a student's home, room or car, even when the student is not participating in the actual rule breaking.
- Organizing or hosting parties where drugs and alcohol are used on or off campus.
- Purchasing, selling or distributing illegal or prescription drugs or alcohol.
- Failure to live up to the terms of probation.
- Providing transportation to obtain drugs or alcohol.
- Smoking in, on or in close proximity to any academy building or repeated use of tobacco products.
- Gambling for money.
- Absence from school bounds without permission.
- Serious absenteeism in a single term from required school appointments or repeated terms of poor attendance. Required school appointments include classes, sports, all-school meetings, work duty and required life issues seminars.
- Serious or repeated violation of rules regarding sign-ins and absence from one's dormitory after sign-in deadlines.
- Unauthorized dormitory room visiting outside of permissible hours.
- Serious or repeated violation of regulations regarding the possession, registration, parking and use of motor vehicles on campus.
- Violation of the Technology and Telecommunications Acceptable Use Policy; including any inappropriate use of the school's computers, network, telecommunications equipment, radio station or downloading and sharing of any copyrighted material (movies, video, etc.) and any destructive, inappropriate and/or hacking behavior.
- Running or serving as an agent for any business while on campus without permission of the dean of students.
- Remaining in the presence of others who are breaking rules.
- An accumulation of lesser offenses that have resulted in repeated appearances before a discipline committee or that otherwise clearly indicate an unwillingness or inability to live within school behavioral guidelines.
- Failure to cooperate in an investigation when involved in a rule infraction, including failure to attend a Discipline Committee meeting.

DISCIPLINARY RESPONSES TO RULE VIOLATIONS

When a student acts irresponsibly, the community attempts to respond to the student as a whole and, to the extent possible and consistent with the needs of the community, to encourage personal growth and the acceptance of individual responsibility. In all instances of major offenses, parents will be notified before and after disciplinary action.

When a rule is violated, a faculty or staff member will normally confront the student with the suspicion or evidence of the rule violation and ask for a response. As necessary, a member of the faculty, normally the cluster dean, will investigate the event and inform the student's house counselor or day student adviser about the facts of the infraction. The house counselor or day student adviser and cluster dean will then talk with the student and, when appropriate, will see that parents are notified.

In extraordinary circumstances, as in a situation in which the welfare or safety of the student or others appears to be jeopardized, a student may be required to leave campus immediately and to postpone a disciplinary response until the student returns.

The Discipline Committee

Once it is determined that a major rule violation has occurred, a cluster discipline committee (DC) is convened to recommend to the cluster dean an appropriate response. During deliberations, all members of the DC are encouraged to offer their perspectives and suggestions as the group comes to consensus on an appropriate response. Although consensus is the goal and usual outcome of a discipline committee, the dean, who serves as chair of the committee, has responsibility for all final decisions except Suspension or Dismissal. In such cases, the committee's recommendation is passed on to the dean of students, who reviews and finalizes the decision.

Prior to the discipline committee meeting, the student will be informed of the rule violations under consideration and be asked to give a full written and oral account of the incident(s) to the discipline committee. Dishonesty by a student during a discipline meeting will lead to a recommendation for an immediate Dismissal. No student, however, will be asked to implicate other students in rule breaking.

The student meeting with the DC may request that a student or faculty member make a presentation on his or her behalf to members of the discipline committee. The cluster dean will determine whether such a presentation will be in writing or in person.

Members of the cluster discipline committee normally include the cluster dean, the cluster president, a student disciplinary committee representative, the house counselor or day student adviser, and a faculty discipline committee representative.

Occasionally, the committee may be configured somewhat differently. For example, if the cluster dean is also the offender's house counselor or day

student adviser, another dean may chair the meeting, or, if issues of student privacy are of grave concern, the DC may include only faculty and not student members. If the cluster president is sitting before the DC, one of the DC representatives or the senior representative will sit in his or her place during the meeting. The cluster dean, house counselor or day student adviser may also recommend a "small discipline committee," comprised of the house counselor or day student adviser, the cluster dean and the cluster president. A small discipline committee might be suggested for offenses during the last two weeks of a term if suspension and dismissal are not potential outcomes. A student may always opt for a full hearing instead of a small discipline committee.

In situations in which students from more than one cluster are involved in a disciplinary incident, the dean of students may convene the cluster deans of the students involved to discuss the proposed responses by the respective discipline committees prior to final decisions being made. Any appeals regarding a discipline committee's decision must be made to the dean of students and will only be considered if the dean learns that normal discipline committee procedures were not followed or if new information becomes available following the DC's decision. The associate head of school will consider subsequent appeals under the same circumstances and only for decisions of Suspension or Dismissal.

At the midterm and end of each trimester, the cluster faculty meets and serves as the disciplinary committee that responds to students who have poor attendance records and/or unsatisfactory effort grades. In addition, the cluster faculty reviews the records of students who have been placed on Probation (see below).

The cluster DC, dean and cluster faculty will always try to find responses that relate directly to the offenses. In some cases counseling may be prescribed as part of a response and can include conversations with peers, faculty and/or a psychologist. Following are explanations of possible disciplinary responses.

Work Hours

In some cases, a student who demonstrates unwillingness to cooperate with community rules or expectations may be given extra work hours to be completed under the supervision of an assigned supervisor. Students may be required to assist staff in the Commons, library, grounds department or other locations on campus.

Disciplinary Restriction

For certain rule violations, a house counselor, day student adviser, cluster dean or cluster faculty member may place a student on Disciplinary Restriction for a specific period. During the period of Disciplinary Restriction (which is usually one or more weeks), students are restricted to campus (see map on the final page of book) and must be in their own rooms without vis-

itors after 8 p.m. on nights before class days and in their own dormitories by 8 p.m. on weekend nights. Students on Disciplinary Restriction may not request room visiting permission at any time of day.

For day students, the cluster dean, on behalf of the cluster faculty, specifies the terms of Disciplinary Restriction in each instance. Parents are asked to help by applying, wherever possible, the same limitations that the school applies to boarders. Normally, the school also requires that day students on Disciplinary Restriction leave campus by 8 p.m. each evening, including weekends.

Bounding

For certain kinds of offenses, a cluster dean or cluster faculty may prohibit a student from taking day or overnight excuses or leaving the Town of Andover (see map on the final page of book) for a period of time, usually the first half of a trimester.

Dean's Reprimand

A cluster dean with or without the recommendation of the cluster discipline committee may issue a Dean's Reprimand when a student's misbehavior is minor in nature.

Censure

A cluster dean with or without the recommendation of the cluster discipline committee may issue a formal Censure to indicate the gravity of a student's misbehavior or error of judgment.

Warning

A cluster dean, on behalf of the cluster discipline committee, may place a student on Warning, indicating that a repeat of a similar serious rule violation would likely lead to dismissal. After a student is placed on Warning, the student selects a Warning counselor, a faculty member who will help to guide and counsel the student for the remainder of the term (or through the end of the next term if less than seven weeks remain in the term). Seniors who commit a major offense on or after May 1, and who consequently are placed on Warning, will have their diplomas mailed to them during the summer (the exact date to be determined by the head of school) and may also be required to leave campus after their last academic commitment and to forgo commencement exercises. The cluster faculty may place a student on Warning for an excessive number of absences or repeated terms of unexcused absences.

Probation

A cluster dean, on behalf of the cluster discipline committee, may place a student on Probation, indicating that the student needs to demonstrate through his or her behavior that he or she should be allowed to remain a member of the Phillips Academy community. In addition, the cluster faculty may place a student on Probation for an excessive number of and/or repeated terms of

unexcused absences. The period of formal Probation runs until the end of the current term, or, if there are fewer than seven weeks remaining, until the end of the following term. During this time, a student is expected to obey all school rules and to justify his or her place in the community by attitude and cooperation in all areas.

Probation may be accompanied by a period of Disciplinary Restriction and/or work hours. In particularly serious cases, a student may be sent home (or to an authorized agent) for a period of three to five days, to be returned to school by parents, if possible. The intent is to encourage communication among the student, parents and school.

Every student placed on Probation must select a Probation counselor who will monitor the student's progress and with whom the student will be expected to discuss his or her progress weekly. At the conclusion of the term of Probation, the cluster discipline committee will consider the student's record and will make a recommendation to the cluster faculty. The cluster faculty will then review the student's performance while on Probation and will recommend to the cluster dean either that the student be removed from Probation or that the case be passed to the dean of students for Suspension or Dismissal. (In the spring term, when graduation occurs before the regular cluster faculty meeting, the cluster dean will assemble the cluster faculty to consider the cases of seniors who are on Probation.) Seniors who commit a major offense on or after May 1, and who consequently are placed on Probation, will be required to leave campus after their last academic commitment and to forgo commencement exercises. Diplomas will be mailed during the summer, the exact date to be determined by the head of school.

The school does not permit more than one term of Probation. A student who commits a second probationary level infraction is usually dismissed.

Suspension

In rare instances, usually upon recommendation of the cluster discipline committee, the dean of students may suspend a student when it is judged that the causes of difficulty can best be remedied during an absence from school for a period of time, usually the remainder of either the term or the year. During that time, the student may be asked to complete a project or to meet certain stipulations. Academic credit at Phillips Academy does not automatically accrue for terms thus interrupted. A senior who has been suspended may not receive the diploma until he or she has been reinstated and completed the diploma requirements. After being suspended for the remainder of a trimester or year, a student must comply with all requirements as outlined and reviewed by the cluster dean, dean of students and dean of studies in order to be readmitted from Suspension. If any academic, attendance, community service or counseling requirements have not been met during the time away from

campus and by the designated date, a student may be required to continue on Suspension beyond the original return date. Upon return from Suspension, the student is expected to be a model citizen. Whether returning on Probation or having been previously on Probation, each student returning from a Suspension chooses a counselor, as described in the section on Probation above, with whom to meet weekly through the first full term of his or her return to school. A student who violates a major school rule after having been suspended should expect to be dismissed.

Year-End Review

If, at the end of the winter term, the faculty determines that a student is not meeting the behavioral and/or academic expectations of the school, the student may be placed on Year-End Review. This action may be taken at the end of the winter term by vote of the cluster faculty after a careful examination of the student's overall record. At the time, the student and parents are notified of the reasons for dissatisfaction and the specific expectations for the student's improvement. In June, the cluster faculty will review the student's progress during the spring term to determine whether the student has, by his or her effort, attitude, conduct and academic performance, justified his or her place in the school community. If the cluster faculty determines that the student has met the terms of Year-End Review, the student will be allowed to return in September. If the cluster faculty is not satisfied with evidence of the expected improvement, they will recommend to the full faculty that the student be Required to Withdraw. The full faculty will then determine whether the student will be Required to Withdraw. If the student on Year-End Review also happens to be on Probation, the faculty will act on the former before the dean of students considers any cluster recommendations on the end-of-term probation review. During the term of Year-End Review, a student will choose a special counselor who will meet with the student and monitor his or her progress.

Dismissal

A cluster discipline committee (and cluster faculty in the case of students who are on Probation) may recommend to the dean of students, who will review and finalize the decision, the Dismissal of a student who fails to live up to the expectations and rules of the school. Failure to meet the terms of Probation, lying to a discipline committee (even if discovered long after the fact) or a second probationary offense will result in Dismissal. There are also certain offenses for which a student should expect to be dismissed from Phillips Academy *regardless of any prior disciplinary record*. These include any egregious violation of a major rule and any offense deemed exceptionally misguided or dangerous. Examples include serious instances of hazing or harassment, major theft, repeated and calculated cheating, consumption of alcohol or drugs in quantities deemed to be medically dangerous or to con-

tribute to abusive or dangerous behavior, or consumption of drugs known to be medically dangerous in any quantity. In addition, Dismissal is the most likely outcome, even after a first offense, when a student is selling or providing illegal drugs, prescription drugs (including drugs used to treat ADD) or alcohol, or transporting others to obtain illegal drugs or alcohol.

Discipline: Consequences for Student Leaders and College Applicants

A student who breaks a major school rule and is placed on Probation will most likely be required to give up leadership positions. In addition, during a term of active Probation a student may not apply for or be elected to any leadership positions. A student in a leadership role who is placed on Warning may also be required to resign; the decision is made by the cluster dean based on a recommendation by the DC. The dean of students reserves the right to revoke all special covenants for a student who breaks a major rule, including poor attendance.

Although we view discipline as part of the educational process and normally an internal matter, rule violations by students at Andover may also have consequences beyond the confines of the academy. Colleges have become increasingly concerned about student behavior on their campuses. When asked, students and college counselors are expected to respond honestly regarding serious disciplinary infractions, which we define as Probation and Suspension. Such reporting occurs at the time a college application is submitted, while the application is being reviewed, or after the admission decision has been made, depending upon when the major rule violation takes place. When a student is separated from the academy for any reason, colleges at which the student has active applications for admission or at which the student is holding an offer of admission will be so notified. As advocates for our students, the college counselors will work closely with students in reporting these matters to colleges.

ACADEMIC EXPECTATIONS AND POLICIES

Phillips Academy's academic program is extraordinarily rich in breadth, depth and rigor. This section of *The Blue Book* explains the school's general expectations and outlines the faculty's responses when a student is struggling to meet the academic requirements of the school. Please refer to the *Course of Study* book for complete information about academic requirements and guidelines, year reclassification, course changes and other information about the academic program.

Honesty

Honesty is the basic value on which this community rests. Academic honesty is demanded by the very nature of a school community. Honesty in the academic area means claiming as one's own only that work which is one's own. All scholarship builds upon the ideas and information of others; the honest person makes clear in written work exactly what the source of any borrowed information or idea is, whether it be library materials, the Internet, classmates or family members. Since words are the bearers of both information and the unique style of the writer, the words of others, if borrowed, must be properly acknowledged. In addition, work done for one course may not be used to secure credit in another. It is not acceptable to submit one piece of work (e.g., notes, computer programs, lab reports, papers, etc.) to more than one course without prior consultation with and written permission from all instructors involved.

Workload

In required and lower-level courses, class time and homework together should total about nine hours per week. By "required" is meant courses taken by a substantial number of three- and four-year students to fulfill the distribution requirements for the diploma. Departments offer some upper-level electives on the nine-hour model. Upper-level electives that require more than the usual amount of class and homework time are so noted in the *Course of Study* book.

Students should be given at least one week's advance warning before a major assignment is due. By "major" is meant full-period tests and papers or projects assigned as more than a single night's homework. Students may have a major assignment due in each of two courses on a given day, in addition to the daily assignments for their other courses. If a student has three or more major assignments due on a given day, he or she may request to be relieved of all but two of those assignments. Ordinarily the most recently assigned work should be rescheduled. Department chairs monitor the workload associated with their departments' courses principally through course syllabi and course evaluations.

Class Behavior Grade

All students are expected to attend and participate in classes and to complete all required assignments on time and to the best of their ability. The

letter U (Unsatisfactory) may be used with any grade to indicate a persistent pattern of behavior in which a student is frequently unprepared for class, disruptive or inattentive, late or absent without documented excuses or late in handing in assignments. The letter S (Satisfactory) is used only to indicate a change within a term from Satisfactory to Unsatisfactory, or the opposite: S-U, or U-S.

Usually a U grade at the end of a trimester will be awarded to a student after an instructor has warned the student of his or her dissatisfaction with the student's behavior and, where possible, given the student the opportunity and specific instructions on how to change his or her behavior. A U grade given at the midterm constitutes such a warning and does not require prior notice. If problematic behavior occurs close to the end of the term, with little time for warning and change, the instructor should award an S/U grade, taking care to explain the circumstances in the Instructor Report.

Because a U grade indicates unsatisfactory behavior, the faculty responds to such grades with a disciplinary response (see Disciplinary Responses in a previous section).

Reports and Grades

Reports of grades, attendance and faculty action affecting a student are mailed to the parents or guardians at the end of each trimester and at the fall midterm. Midterm grades are sent to parents in the winter and spring terms only if a student is failing or in danger of failing a course. At the end of each grading period the counselor or adviser and student discuss the student's progress and review the Instructor Reports.

In addition to grades, parents of underclass students may expect to receive a comprehensive report from the house counselor or day student adviser and copies of the Instructor Reports in December and June. Parents of seniors will receive only the December reports.

At the end of a trimester or course, a grade of Incomplete may be given in response to unsubmitted course work only for medical reasons. Permission for any non-medical Incompletes will be granted rarely, only when requested in advance and only with the approval of the dean of studies. A grade for incomplete work (whether passing or not) is bracketed. An asterisk with the brackets indicates that the work is incomplete because of illness.

Grading System

6	Outstanding
5	Superior
4	Good
3	Satisfactory
2	Minimum pass (and minimum college certifying grade)
1	Failure
0	Low Failure

The Cum Laude Society

Corresponding to the Phi Beta Kappa Society in colleges is the preparatory school organization known as the Cum Laude Society. The society aims to recognize and encourage high scholarship throughout the secondary schools of the country. The society was founded at the Tome School in 1906 and has gradually been enlarged to 153 active chapters, including our own, founded in 1907. By ruling of the national society, no more than 20 percent of any graduating class may be elected to the Cum Laude Society. Accordingly, in February, based upon term averages from upper year and senior fall, the top 10 percent of the class is elected. In June, based upon term averages from upper spring and senior year, another 10 percent of the class is elected. To be eligible, a student must be a diploma candidate in good standing and not be suspended, be disciplined for dishonesty or be on Probation during any of the terms under consideration or thereafter. Further information and more detailed criteria are available in the Dean of Studies' Office.

Attendance and Absences

Students are expected to meet, and be on time for, all academic obligations, athletic and activity commitments, all work program assignments and all medical appointments, and to attend all school and cluster meetings, unless excused in advance by a faculty member. Attendance is taken at every class meeting, required athletic session, work duty, and required meeting, and the number of unexcused absences is reported weekly. The total number of unexcused absences is reported to parents on the report card; a record of both excused and unexcused absences also appears on each Instructor Report. Students are encouraged to check their current attendance record in either the dean of students' or dean of studies' office or on PAnet under Student Schedules. Students who accumulate unexcused absences may expect disciplinary action.

Regular attendance in class is an essential element of a Phillips Academy education. Inability to attend class for a significant period of time or a significant number of absences (whether excused or unexcused) in a given term may result in a required leave of absence.

Whenever a student is absent from class for any reason (including being excused by Isham Health Center), she or he must, upon returning to the class, give the teacher a brief note stating the reason for the absence. On the basis of these explanations the teacher determines whether an absence was excused or unexcused. There is a "grace period" of one week following the end of the week in which an absence occurs during which a teacher may correct any errors in absences reported to the registrar's office.

If a student does not write a note, there are two consequences:

- 1) the teacher will probably conclude that the absence was unexcused;
- 2) there will be no possibility of making any correction to the record after the grace period, even if an absence was clearly excused.

If, for medical reasons, a student is required to be absent from campus or classes or is limited in participation in athletic programs, he or she must arrange personally to be excused through Isham Health Center. This procedure allows proper recording of necessary absences and excuses, and it permits the medical director to be aware of health problems, to cooperate with families and other physicians, and to make appropriate arrangements on campus. Day students who stay home because of illness must have parents call Isham Health Center by 8:30 a.m. each morning; names of such students will then be reported to all school departments. Students calling Isham themselves cannot be excused. A day student who misses school commitments because of an off-campus medical or dental appointment may be asked to show an appointment card, receipt or note from the doctor or dentist.

Excuses from class for religious holidays are granted through the office of the academy's chaplaincy, and requests to be off-campus or to miss classes for any other reason should be addressed to the cluster dean.

Permission to Attend Non-Academy Programs

The academy considers its program to be a student's primary obligation and therefore will rarely grant permission to miss scheduled academy commitments to participate in non-academy programs. Students wishing to be excused from academic and athletic commitments to attend non-academy programs must seek permission of the dean of studies. Additionally, boarding students must have permission of their cluster deans for overnight absences. Students who miss required academy appointments without permission to participate in non-academy programs will be liable for discipline.

Personal Time/Proctor-Prefect Time

Each term, students may take one period of personal time in each of their classes and their sports. Students may take personal time from All-School Meeting once per year. A student may take personal time in a class only if she or he has no unexcused absences and no more than one absence while in the Isham sleeping room during that class, during the current term. Juniors and lowers may take personal time only in the winter and spring terms. Personal time must be scheduled at least one day in advance of the missed class or practice. After missing a class or practice, a student may not ask that this unexcused absence count as personal time. A student may be denied personal time in a class for a given date if there is a scheduled test, quiz, laboratory or double period or if the student is struggling in the course and has an estimated grade of 2 or below. Personal time may be taken to extend a long weekend or a vacation only with cluster dean approval. Except for the All-School Meeting attendance, every student gets a clean slate on personal time each term. The previous term's cut history will not affect the new term's personal time. Proctors and prefects have one additional period of personal time in each class and sports each term.

Course/Teacher Assignments and Requests

With the collaboration and approval of their advisers, students submit requests for courses three times a year before each term begins. All course requests that meet necessary prerequisites and other academic requirements as published in the *Course of Study* are entered into a computer program which determines the assignments and sets the student's schedule. Each term the class lists and the student course schedules are published on the day before classes begin. Thereafter requests to transfer or drop a course must follow the procedure laid out in the *Course of Study*.

The academy does not accept requests for specific teachers in multi-section courses.

Recognizing that effective education requires productive relationships between teachers and students and that such relationships take time to develop, and recognizing also that open discussion between the parties involved of any difficulties in such relationships is itself an important part of education, the Academic Council has approved the following general procedure on student requests for a change of teacher.

1. Permission for a student to change teachers in a multi-section course may be given by the department chair.
2. If there has been no previous relationship between the student and teacher, no request for change will be considered until an appropriate period of time has passed (at least one term). During this time both parties are expected to make good faith efforts to develop an effective relationship.
3. Requests for change informed by an appropriate period of experience will be considered only after a conversation about the request has occurred between the student and the teacher, and in keeping with departmental policies. The department chair is available to facilitate these conversations, if either student or teacher so desires.
4. Students are advised that permission to transfer carries no guarantee that the student will be assigned to any particular section or teacher. Students are also informed that such transfers may require that other elements of their schedule be altered.

The Honor Roll

A student is placed on the Honor Roll upon receipt of the minimum grade totals for the number of courses indicated by the following table. (No grade may be below 3 or Incomplete.)

Number of courses:	3	4	5	6
Minimum of grade totals:	15	19	24	28

RESPONSES TO POOR ACADEMIC PERFORMANCE

Student Alert System and On Report

When an instructor, coach or other adult is concerned about any aspect of a student's attendance, performance or well-being, the faculty member can notify the student's house counselors, adviser and cluster dean using the electronic Student Alert System. The house counselor or day student adviser may then send an On Report message to each of the student's instructors requesting an immediate update on the student's progress. After reviewing the assembled reports, a house counselor or day student adviser may recommend to the student, parents, cluster dean or cluster faculty that appropriate steps be taken to respond to and support the student.

Academic Review

At the middle and at the end of each trimester, the faculty reviews the records of students who are having academic difficulty (as well as excessive absences from class and unsatisfactory efforts). After consultation with the student, with the house counselor or day student adviser and with instructors, the cluster faculty and/or the full faculty tries to identify the sources of any problems a student may have and initiates action for improvement. Such action may include tutoring, special counseling or limiting the student's activities both on and off campus in order to protect study time. In serious cases the cluster faculty and the full faculty may take one or more of the formal actions outlined below.

Academic Restriction

When a student's work might be improved by reducing distraction, he or she may be placed on Academic Restriction, during which time the student must be in his or her own room by 8 p.m. on each evening preceding a class day.

No Excuse

In more serious cases, the faculty or cluster faculty may impose No Excuse for a period of at least five weeks. This response means a student may not take either a day or an overnight excuse and is thus restricted to town bounds.

General Warning

At the end of a trimester, if a student's work is precarious, the faculty may place the student on General Warning, ordinarily with No Excuse and often with Restriction. This signifies that, unless there is significant improvement, the student may be advised or required to withdraw at the end of the next trimester.

Advise to Withdraw

When the faculty believes that a student is unable to meet the academic demands of the academy, it may advise the student to withdraw. Although such advice is non-binding, the faculty will almost certainly require withdrawal unless substantial improvement is made in the subsequent trimester.

Year-End Review

If the faculty determines at the end of the winter term that a student is not

meeting the behavioral and/or academic expectations of the school, the student may be placed on Year-End Review. This action may be taken at the end of the winter term by vote of the cluster faculty after a careful examination of the student's overall record. At the time, the student and parents are notified of the reasons for dissatisfaction and the specific expectations for the student's improvement. In June, the cluster faculty will review the student's progress during the spring term to determine whether the student has, by his or her effort, attitude, conduct and academic performance, justified his or her place in the school community. If the cluster faculty determines that the student has met the terms of Year-End Review, the student will be allowed to return in September. If the cluster faculty is not satisfied with evidence of the expected improvement, they will recommend to the full faculty that the student be Required to Withdraw. The full faculty will then determine whether the student will be Required to Withdraw. If the student on Year-End Review also happens to be on Probation, the faculty will act on the former before the dean of students considers any cluster recommendations on the latter. During the term of Year-End Review, a student will choose a special counselor who will meet with the student and monitor his or her progress.

Require to Withdraw

The faculty may require the student to withdraw if it is convinced he or she is unable to meet the academy's academic standards. When the faculty at its June meeting sees an unsatisfactory record by a student on No Excuse, the faculty may require that student to withdraw.

PHYSICAL EDUCATION AND ATHLETICS

The Department of Physical Education and Athletics offers five kinds of activity: interscholastic athletics (varsity and sub-varsity sports), Search and Rescue, recreational and instructional sports, intramural activities, and the physical education program. Participation in the athletic program is compulsory and students do not receive credit for off-campus athletic activities. Members of varsity and subvarsity teams are required to attend all scheduled practices and contests unless excused by the coach, the training staff or the health center.

The Physical Education Course

The physical education course is usually offered to lowers. A one-trimester diploma requirement, *Physical Education 100* is a course designed to teach lifetime wellness. The course focuses on the health components of physical fitness, nutrition and stress management. Emphasis is placed on self-improvement and personal challenges. An indoor ropes course provides students with an opportunity for challenge-based learning. Because PHED 100 is a pass/fail course, effort is the critical factor in rating

a student's performance. Each student is expected to participate fully in class discussions, turn in high-quality written assignments in a timely fashion, and put forth his or her best effort in the pool, in the fitness center and on the ropes course.

The Swimming Requirement

Upon arrival, all new uppers and seniors are given a swim test. Those who are unable to meet our requirement are enrolled in swimming lessons as their afternoon sport in the fall. Juniors and new lowers complete the swim requirement when they take the required physical education course (PHED 100) in the lower year.

Athletics

Participation in the afternoon program is mandatory for all students. The department offers 60-70 choices in the areas of interscholastic competition, intramural cluster team competition, recreational and instructional sports, ballet or modern dance, physical education "basics," and an outdoor challenge program called Search and Rescue. Students are strongly encouraged to play at least one competitive team sport while at Andover. Uppers and seniors may elect to opt out of sports for one term beginning with the winter term of upper year and ending with winter term of senior year. There will be a two-year trial of this option beginning in fall 2003.

Interscholastic Athletics

The varsity and subvarsity programs provide competition with independent and public school teams of comparable strength, as well as some varsity contests against college "B" teams. Andover boys' and girls' teams usually play other schools on Wednesday and/or Saturday afternoons, and on appropriate Friday and Saturday evenings.

Intramural Athletics

Coed teams representing each of the residential clusters compete four days a week in fall soccer, winter basketball and spring Ultimate Frisbee. The cluster accumulating the best record in yearlong competition wins the Parker-Sprague-Goss Trophy. The Sheridan Award is presented at Prize Day each spring to that student who has contributed the most to the cluster intramural program.

Instruction, Recreation, Fitness and Dance

Various coed options are offered, depending upon the availability of qualified supervision and sufficient student enrollment. Instructional and recreational sports include crew, tennis, squash, volleyball, basketball, Nordic skiing and Ultimate Frisbee. Dance is offered at various levels in both modern and ballet.

Attendance, Grades and Medical Excuses

Absences from required sports are accorded the same importance as those from academic classes. Students are given a grade of excellent, satisfactory or unsatisfactory by their coaches at season's end, and these grades determine

whether a student enjoys good standing with the department. Students who have to be excused by the academy's medical director from active participation in sports must still meet their athletic requirement in one of the following ways: service as a team manager; qualifying to be a student assistant coach; or successful completion of a rehabilitative program prescribed by the medical director and implemented by the trainers.

Student Athletic Advisory Board

The elected captains of all varsity teams are eligible for membership on a committee that advises the director of athletics on the varsity awards system and other aspects of the interscholastic program. Led by their elected chairperson, this group seeks opportunities to stimulate interest in Andover athletics and in athletically oriented community service projects.

Varsity Athletic Awards

Upon approval of the Student Athletic Advisory Board, members of varsity teams who meet standards prescribed for each sport may be awarded the Varsity A by the coach and captain at a post-season Athletic Awards Evening. The department's highest award, the Interwoven A Sweater, may be obtained by athletes who have won four As over four years (in the same season of a sport), three As in one year, or a total of five varsity As.

Managers of Varsity and Sub-Varsity Team Sports

The student managers of varsity and sub-varsity teams serve a vital function in assisting their coaches in the efficient handling of practical and logistical details. Varsity managers may receive appropriate athletic awards for excellent service. Managerial positions are normally not open to juniors. All managers do the basics level of fitness (four days per week at 45 minutes per day).

Sports Information

Andover is committed to promoting the success of Andover athletes and teams. To this end, the athletics department has a sports information director. The sports information director is responsible for getting news of Andover sports onto the athletics Web site and into local papers and is also responsible for coordinating all athletics publications and newsletters with the school's communications office.

Athletic Offerings at Phillips Academy

Ballet	Hockey	Tai Chi Ch'uan
Baseball	Lacrosse	Tennis
Basics	Modern Dance	Indoor Track
Basketball	Nordic Skiing	Outdoor Track and Field
Crew	Search and Rescue	Ultimate Frisbee
Cross-Country	Soccer	Volleyball
Cycling	Softball	Water Polo
Field Hockey	Squash	Wrestling
Football	Swimming Instruction	Yoga
Golf	Swimming	

RESIDENTIAL AND LIFE ISSUES PROGRAMS

Andover believes that some health and life issues need highlighting outside the classroom. We have therefore developed programs in which all students must participate during the school year. These include Drug and Alcohol Awareness Week each fall; Martin Luther King Jr. Day during the winter; and AIDS education programs each spring. All uppers attend date rape prevention seminars. All lowers participate in the Life Issues Seminar during their 10th-grade year. This is a required pass/fail seminar that meets for a total of 16 class periods. Many dormitories also sponsor programs on eating and nutrition and discussions on a wide variety of topics relevant to adolescence and living away from home.

THE WORK PROGRAM AND DORM HOUSEKEEPING

The Work Program

We believe that the healthiest communities result when members invest tangible effort toward their maintenance. Phillips Academy's work program is designed both to amplify our students' sense of responsibility toward their environment and to inculcate in them the importance of the notion of selflessness, or *non sibi*. The program also provides significant cost savings to the school, which enables PA to devote more financial resources to scholarships and educational programs.

During their PA career, students are assigned to a variety of jobs that require a two-class-period per week commitment throughout the year. Examples of such jobs include clerical responsibilities in campus offices and academic departments, sorting and delivering academy mail, responding to student and faculty technology concerns through the Computer Center, and serving in various leadership roles. Students who possess specific skills or interests may be of great assistance in such areas as the Peer Tutoring Program, the Peabody Museum and the Addison Gallery. All students indicate their preferences for assignments during the spring trimester advising period and are assigned jobs based upon their seniority. Attendance of the work duty program is treated the same as a regular academic period, and absences are recorded.

Twice each year, all students will be assigned Commons duty through their cluster deans.

Dorm Housekeeping Program

All boarding students are responsible for routine cleaning in their own dormitories. Tasks include some sweeping, vacuuming, trash removal and recycling. The house counselors, proctors and prefects assign specific jobs, whether permanently or on a rotating basis, and oversee the general condition of the dormitory. Students are expected to complete their assigned jobs as often as is deemed necessary by the house counselor. Professional custo-

dians who mop the floors and clean the bathrooms augment the house-keeping program. Fire safety inspectors from the Office of Physical Plant routinely inspect dorm rooms and common areas in the evenings to identify safety hazards.

STUDENT SUPPORT SERVICES AND RESOURCES

The school community offers a wide variety of resources and support services to students. Many of these are described below, in alphabetical order.

Academic Support Center (ASC)

The Academic Support Center (ASC) is located on the second floor of Graham House. The goal of ASC is to lend support to students in an effort to help them attain their academic goals. The ASC faculty will meet with students individually to teach strategies for organizing work, managing time and improving study skills. Tutoring in individual courses is provided primarily through the Peer Tutoring Program. Students qualified to help with work in specific courses are available to provide tutoring on a regular weekly basis. When deemed appropriate by other faculty members, ASC faculty members may also provide short-term assistance with specific subjects. Students experiencing difficulty in a particular course should first seek help from the teacher of that course and continue to do so even when working with the ASC or a peer tutor.

Outside Tutors

The academy does not endorse, nor will it make accommodations to support, the use of outside tutors. Because Phillips Academy is a residential school, academy teachers are widely available to students outside of class. Students and/or families who nevertheless wish to engage outside tutors may do so, but the responsibility for the tutoring arrangement is entirely their own. Out of concern for the safety of the community, outside tutors may not meet with students on campus except by prior arrangement with ASC faculty.

Academic Accommodations

Under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, individuals with disabilities are guaranteed certain protections and rights to equal access to programs and services. In order to access these rights, an individual must present documentation indicating that the disability substantially limits some major life activity, including learning. Students who present the academy with appropriate documentation will be granted those requested academic accommodations that are supported by the documentation and considered reasonable in this educational setting. For more information about the academy's documentation standards and the granting of accommodations, please contact the Dean of Students' Office.

The Educational Testing Service (ETS) of the College Board offers non-standard administration of the SAT I and II and the Advanced Placement exams to qualified students. In order to qualify, students must meet ETS guidelines which are posted on their Web site at www.ets.org. Please be aware that registration deadlines are different when registering for the first time with accommodations. (Students who are new to the academy must reapply to be allowed to take the exams under non-standard conditions here.) To help a student avoid a special review of his or her application by ETS, the academy must be able to certify that it regularly provides the student with the special arrangements for instruction and/or assessment that are being requested for College Board examinations. Students considering taking any of the College Board examinations with accommodations should consult with their college counselors. Applications for non-standard administration of the College Board examinations are available at the Academic Support Center on the second floor of Graham House.

The Addison Gallery of American Art

One of only a handful of museums devoted exclusively to American art, the Addison Gallery of American Art was founded at Andover in 1930 by a gift from Thomas Cochran, a member of the Andover Class of 1890. Housed in a three-story classical revival building designed by Charles A. Platt, the Addison Gallery's collection numbers over 13,000 important works of American art, including paintings, prints, drawings, sculpture, photography and decorative arts. As an academic department of Phillips Academy, the Addison Gallery is dedicated to teaching and to scholarship. Through an active program of loan exhibitions and exhibitions drawn from its own collection, the Addison serves as an educational resource for Phillips Academy as well as for schools and colleges throughout the New England region. The museum is fully handicapped-accessible and climate-controlled. The Addison is open to the public free of charge Tuesday through Saturday, 10 a.m. to 5 p.m., and Sunday 1 p.m. to 5 p.m. It is closed Mondays, national holidays, Dec. 24, and Aug. 1 through Labor Day.

The Robert S. Peabody Museum of Archaeology

Founded in 1901 by Robert Singleton Peabody (Andover Class of 1857), The Robert S. Peabody Museum of Archaeology holds outstanding collections of Native American artifacts, including more than 700,000 objects ranging from Paleo-Indian (12,000 years ago) to contemporary, and representing nearly every indigenous culture area in North America. The museum's programs and exhibitions reflect these goals: to teach appreciation of human cultural diversity; to explore interactions and relationships between the natural sciences (the physical world) and the social sciences (human behavior); to study and preserve the record of Native American cultures as reflected in its collections; to involve Native American people as partners in the preservation and appreciation of their cultures; and to serve

as an educational resource for teaching archaeology as an interdisciplinary science for Phillips Academy and the broader community. As well as supporting the academy's curriculum, the museum offers students special opportunities to meet and work with museum staff, archaeologists and Native Americans. The museum is open to PA students, faculty and the public by appointment. Please call 978-749-4490 to schedule a visit.

Banking

Students are strongly encouraged not to keep large amounts of cash in their possession or in their rooms. An automated teller machine (ATM) is located in George Washington Hall, and students are encouraged to open bank accounts locally or in their home areas.

Bookstore

The Andover Bookstore, located in the Town of Andover, has all required text books and supplies in stock. Parents wishing to leave a credit card number on file with the bookstore should call 800-491-0143 (in the United States) or 978-475-0143.

Brace Center for Gender Studies

The Brace Center for Gender Studies at Phillips Academy provides resources to enhance and strengthen Phillips Academy as a coeducational institution by examining the complex issues related to gender. The center strives to advance an understanding of gender and its influence on individual achievement; to address issues of adolescent growth and development; to highlight the distinctive forms of support boys and girls require in order to realize their full potential; and to elucidate gender-related differences in a multicultural setting so that men and women, boys and girls may come to understand and respect each other more fully.

The Brace Center for Gender Studies is located in historic Abbot Hall and includes the renovated Abbot School Room for large gatherings and conferences; the Marguerite Hearsey Resource Collection, consisting of books and periodicals in gender studies; and the Brace Center Gathering Room and kitchen facility for small meetings. The center is open for study hours Mon.-Thurs. evenings from 6:30-9:30 p.m. throughout the year when classes are in session. In recognition of Tiffin Time, a long-standing Abbot social tradition, light refreshments are served during study hours. Other programs sponsored by the Brace Center include Brace Faculty Fellows Presentations, Brace Student Fellows Presentations, Hearsey Community Forums, Brace Student Proctor Programs, the Abbot Lecture, the McKen Award and school-wide symposia on gender. Call 978-749-4650 for more information and/or visit the Web site at www.andover.edu/bracecenter.

Computer Center

The Phillips Academy Computer Center (PACC), located on the lower level of the Oliver Wendell Holmes Library, is the academy's primary computing

facility. Open more than 70 hours per week, the PACC is available to students, faculty and staff for their individual use and for classes. The PACC houses more than 80 IBM and Macintosh computers and contains a range of other equipment. Several computers located in the lobby outside the PACC are available beginning at 7 a.m. for students wishing to print documents before classes begin.

PACC (Phillips Academy Computer Center) Hours

Mon.-Wed. and Fri. (6-day weeks):	7:55 a.m.-9:45 p.m.
Thurs.:	7:55 a.m.-9:15 p.m.
Fri. (5-day weeks):	7:55 a.m.-5 p.m.
Sat. (5-day weeks):	Closed
Sat. (6-day weeks):	8:45 a.m.-noon
Sun.:	1:30 p.m.-9:15 p.m.

Community and Multicultural Development

The Office of Community and Multicultural Development (CAMD) exists to facilitate Phillips Academy's evolution into a genuinely multicultural community. Located in Morse Hall, the office seeks to support all students, faculty and staff as they struggle to define themselves and to find their places in a rapidly changing world and in an increasingly diverse school community. In order to foster a deeper understanding of and respect for our diverse backgrounds, the office seeks to advance cultural exchange within the academy through both formal events and informal, continuing programs. The office also seeks to eliminate any barriers that may prevent people with specific racial, ethnic, religious, gender or class affiliations or of any sexual orientation from entering fully into the community, and CAMD staff members act as advocates and advisers for those experiencing cultural alienation within the school. The office serves as a clearinghouse for information and ideas on multicultural education as well as a center for healthy discussion and debate on multicultural issues. The office consists of the dean, Bobby Edwards; the international student coordinator and adviser to Asian and Asian-American students, Aya Murata; the adviser to the Afro-Latino-American Society, Jorge Allen; the adviser for gay, lesbian and bisexual issues, Paul Cernota; and the secretary, Mary Jane Lewis. The office is open Monday through Friday from 8:30 a.m.-4:30 p.m., and appointments can be made with the dean and advisers.

Food

The school's dining facility (Commons) operates on a cafeteria basis and offers a range of cuisine and salad bar choices. The Commons staff welcomes suggestions and favorite recipes. Because faculty supervision is minimal, the effectiveness, efficiency and ambience of Commons rely heavily on maturity and cooperation by students to minimize food waste, pilferage and vandalism and to ensure an atmosphere of civility, courtesy and pleasant dining. Students, staff and faculty should pay for any guests dining in Commons. Payment (\$3 per meal) should be sent to the Commons office.

Meal Hours:

Breakfast:	Mon.-Fri. (and Sat. of 6-day weeks)	7:15–9:15 a.m.
Brunch:	Sat. and Sun.	10:30 a.m.–12:30 p.m.
Lunch:	Mon.-Fri. (and Sat. of 6-day weeks)	11:30 a.m.–2 p.m.
Dinner:	Mon.-Fri. (and Sat. of 6-day weeks)	5–7 p.m.
	Sat. and Sun.	4:30–6 p.m.

The Ryley Room snack bar, located in the west basement of Commons, offers games, music and activities in addition to between-meal and evening snacks. Its policies and offerings are determined by the manager, the director of student activities and the Student Activities Planning Board. On evenings preceding classes, the Ryley Room is open only to seniors after 8 p.m.

George Washington Hall

The offices in George Washington Hall (including the head of school's, deans' and comptroller's offices, college counseling and Central Services) are open from 8:30 a.m. to 4:30 p.m. Monday through Friday and on Saturday morning by appointment. Students are expected to transact business in the Comptroller's Office between 8:45 a.m. and 4 p.m. Monday through Friday.

Health Center

Medical care for students' injuries and illnesses and preventive health services are provided at the Isham Health Center, a 20-bed, well-equipped health care facility. The Isham Health Center is staffed by a full-time, board-certified pediatrician, a nurse practitioner and round-the-clock nursing. It is open 24 hours a day while school is in session. Students are welcome at all times, but they should not go to Isham Health Center during a class period except in the case of an urgent medical problem. Students with minor ailments should try to visit Isham during a free period between the hours of 8 a.m. and 5 p.m. If ill, a student must go to Isham to be medically excused from classes. Day students who are too ill to attend school should refer to the Attendance and Excused Absences section under Academic Expectations and Policies for an explanation of the policy for obtaining an excuse from the Isham Health Center.

Services provided by Isham include lab work and X-rays, an in-house pharmacy, nutrition counseling, reproductive health services and scheduled clinics for orthopedics/sports medicine and dermatology. In addition, referrals to off-campus medical and surgical specialists and dentists can be made.

In general, students are allowed to keep their medications in their dorm rooms. However, for safety reasons, all psychotropic medications (e.g., anti-depressants, anxiety medications, and medications for ADD, such as Ritalin and Adderall) must be kept at Isham, and are dispensed in one- or two-week supplies to individual students. If a student needs a refrigerator for medication, Isham will provide one at a nominal charge.

Appointments to see the school physician may be made by calling Isham Health Center at 978-749-4455. The school's physician urges stu-

dents to take medications only as prescribed and to consult him early about any illness, injury or emotional difficulty that concerns them. All students are always welcome to seek confidential medical advice and care. The academy strongly encourages students and parents to inform house counselors and cluster deans of any significant medical conditions to help ensure optimal care and support for the student.

The visiting of patients by students is allowed weekdays after classes and on weekends, with the permission of the nurse on duty.

Language Learning Center (LLC)

The Language Learning Center (ext. 4201), located in the lower level of Samuel Phillips Hall, serves students and faculty of the Division of World Languages. The center represents the leading edge of multimedia education, delivering interactive language education to 40 iMac Special Edition computers. Students use film, sound and the Internet, as well as special multimedia presentations and interactive grammar exercises. Many of these activities are created by PA teachers and tailored to the specific needs of their students.

LLC Hours:

Mon., Tues.	7:55 a.m.–3 p.m. and 5:45–9:45 p.m.
Wed.	7:55 a.m.–1 p.m. and 5:45–9:45 p.m.
Thurs.	7:55 a.m.–3 p.m. and 5:45–9:15 p.m.
Fri. (5-day weeks)	7:55 a.m.–3 p.m.
Fri. (6-day weeks)	7:55 a.m.–2:30 p.m. and 5:45–9:45 p.m.
Sat. (5-day weeks)	Closed
Sat. (6-day weeks)	8:30–10:30 a.m.
Sun.	5:45–9:15 p.m.

Library

Located in the heart of the campus and serving the informational and recreational reading needs of members of the Phillips Academy community, the Oliver Wendell Holmes Library (OWHL) was built in 1929 and thoroughly renovated in 1987. During academic terms, the facilities, resources, services, and staff of the OWHL are available to students seven days a week for a total of approximately 80 hours.

The OWHL maintains a circulating collection of more than 120,000 fiction and non-fiction books and over 300 periodical titles in print for both academic and personal use. The collection includes an extensive list of microform titles, including *The New York Times* from 1851 to the present, and a wide variety of full-text electronic subscription databases. Eighteen computers are available to students for accessing the library's web-based online catalog and other electronic resources. Students may use the computers to check and send e-mail, but game playing is not permitted.

The heart of the OWHL is the Garver Room, which houses one of the most comprehensive secondary school reference collections in the country.

The library maintains an inventory of textbooks sufficient to meet the requirements of all students on full financial aid. The loan of these books is governed by a contract specifying that the books will be returned clean, in good repair and free of marks. To the extent that the inventory of textbooks for any given course exceeds that required by full financial aid students, other students may borrow the textbooks from the library on a first-come, first served basis, subject to the same contract governing the use and care of the books. The library offers a wide variety of access services, including desk reserves, a recycled paperback collection, interlibrary loan and the popular-Class of 1999 Film Collection. Students may borrow more than 900 feature films free of rental charge.

In support of the academy's mission to prepare students to master skills, acquire knowledge and think critically, creatively and independently, the OWHL's professional librarians offer extensive reference and instructional services emphasizing the four research processes of reading, research, evaluation and writing.

"Expectations for Use of the Library" are posted throughout the building to aid students in understanding their role in maintaining an appropriate academic atmosphere. Food, drink, and cell phones are not permitted in the library. Student IDs are required for all transactions, and students should be prepared to present an ID upon request by the library staff.

Library Hours

Mon.-Wed and Fri (6-day weeks):	7:30 a.m.-9:45 p.m.
Thurs.:	7:30 a.m.-9:15 p.m.
Fri. (5-day weeks):	7:30 a.m.-5 p.m.
Sat. (5-day weeks):	11 a.m.-5 p.m.
Sat. (6-day weeks):	7:30 a.m.-5 p.m.
Sun.:	11 a.m.-9:15 p.m.

Lost and Found

A lost and found department is maintained in the Dean of Students' Office. Students may retrieve their books, articles of clothing and other items of value found in school buildings.

Mail (U.S. Mail, Voice Mail, E-Mail and the Daily Bulletin)

Students are responsible for responding as needed to all notices sent to them and thus are expected to check their mailboxes (in George Washington Hall), voice mail and e-mail accounts (on PAnet) each day.

In addition, each weekday a printed bulletin of official notices is published in the Dean of Students' Office on blue paper. This bulletin contains activity and club notices as well as schedule information. Copy for this bulletin is due in the Dean of Students' Office by 8 a.m. The Daily Bulletin will be posted on campus bulletin boards, on PAnet and on the Andover Web site in the Parents and Students section, between 10:30 a.m. and noon. Students are responsible for familiarizing themselves with the contents of this bulletin each day.

Meeting Facilities

Permission to use school facilities for meetings and other group activities must be applied for in advance in order to assure availability of the facilities desired. For use of the Log Cabin, Underwood Room and White Auditorium, students should register with the Dean of Students' Office. For the use of any of the athletic facilities, clearance must also be obtained at the gymnasium office. Use of the William Thornton Kemper Auditorium must also be cleared with the audio-visual office.

Off-Campus Programs and Independent Projects

To participate in off-campus programs, students must have at least a 3.5 average with no failing grades in the two terms preceding participation in the program and be in good standing from a disciplinary perspective. For a foreign language program, a student is generally expected to have at least a 4 average in the program language. The dean of studies will grant final approval for participation in all off-campus programs.

School Year Abroad (SYA)

Since 1964, more than 4,000 students from PA and other schools have taken advantage of this unique opportunity to "go beyond the familiar," mastering a second language and culture while pursuing a demanding academic program in Beijing, China; Rennes, France; Viterbo, Italy; or Zaragoza, Spain, during the academic year. Students applying to SYA France and Spain must have completed two years of French or Spanish. SYA China and Italy, however, accept applications from students of all levels, including those who would like to begin the study of Mandarin or Latin and Italian.

Through SYA students gain not only international awareness but also increased self-confidence, maturity and a renewed enthusiasm for learning. As one graduate put it, "SYA was the most significant and enriching educational experience of my life. Period."

Students live with local host families and take courses from carefully chosen faculty at SYA's own facilities in Europe and at Middle School #2 in Beijing. In France and Spain, language, literature, history, art history and civilization courses are conducted in French or Spanish. In China, students take intensive Mandarin language 12 hours per week in addition to calligraphy and martial arts, taught in Mandarin; Chinese history and Chinese culture are taught in English. In Italy, the classics program (Latin, Greek, ancient history and art history) is taught in English. Enrollment in a yearlong course in intensive Italian language is required. In all four programs, American teachers who are on one-year appointments teach English and math in English. SYA's curriculum provides excellent preparation for university study, and credits count toward PA diploma requirements. Students participate in sports and other activities with their Chinese, French, Italian and Spanish counterparts and may travel either independently or on school-organized trips during vacations. Students take all appropriate College Board exams and receive necessary counseling. Founded by Phillips Academy, SYA now

includes 25 additional member schools from around the country in its consortium. A detailed catalog is available from the Division of World Languages office or from the SYA office (978-725-6828). SYA can also be contacted directly through their Web site at www.sya.org.

Other Language Programs Abroad

Students of Chinese may apply to participate in a five-week study/travel summer program in China under the auspices of the Department of Chinese. Funds are also available to support financial aid students who wish to pursue language study in Germany, Japan and Russia.

Independent Projects

To provide opportunity for seniors pursuing intellectual and creative interests beyond the scope of regular courses, the individual academic departments permit seniors to substitute independent projects for regularly scheduled courses, providing that the project will replace only one academic unit per term for a maximum of three terms; the student has achieved honor grades in course work done with the department approving the project; and the student has no grade below 3 in the term preceding and has no need to make up extra credit for the diploma. A senior may not substitute a credit-bearing academic project for his or her activity or athletic commitment. Arrangements may be made for a student to pursue a term-long project that will require the student to be off campus. A student should apply for either on-campus or off-campus projects during the preceding term by obtaining a form in the Dean of Studies' Office. This form must be filed in that office by the deadline published in the Daily Bulletin.

Abbot Scholars

The Abbot Scholars Program offers seniors who can demonstrate the discipline and passion to pursue an interest in depth with an opportunity to undertake significant independent work. During their senior spring term, Abbot Scholars receive two credits to complete their projects. All Abbot Scholars must present a public exhibition based on their proposals. Weekly dinners and seminars provide important forums for students to discuss their works in progress. Within the program's supportive and collaborative structure, Abbot Scholars work closely with their peers, a faculty adviser, a library consultant and an Abbot Scholar coordinator. Applications from all disciplines are encouraged. Students may apply to the program either in May of the upper year or by late September of the senior year.

Psychological Counseling

Confidential psychological counseling services are available at Graham House Mondays through Fridays from 8 a.m. to 5 p.m. Students are encouraged to speak with a counselor concerning any personal, family or school problem that is troubling them. Students may schedule an appointment with one of four psychological counselors through the Graham House secretary for a time that does not conflict with a class period. Appointments can usu-

ally be arranged for the same or next day. In case of an emergency, there is always a psychological counselor who can be reached by a student, house counselor, adviser or dean through Isham Health Center on a 24-hour basis, including weekends. Occasionally, because of the nature of a student's problem or at his or her request, a counselor will help to arrange services for the student with a mental health professional outside Phillips Academy.

As in any medical or counseling setting, students' meetings at the Isham Health Center or at Graham House are treated with confidentiality. Personal issues will not be discussed with others unless the student grants specific permission, or unless the health care provider or counselor is so mandated by medical ethics, the law or the courts.

For information on Leaves of Absence, please refer to the section on Leaves of Absence in the section titled Health and Safety under Community Expectations and Policies.

Record Library

The William B. Clift Jr. Record Library is located on the first floor of Graves Hall. It is open during announced hours for free listening to recordings. Students may borrow compact discs and long-playing records from the collection.

Religious and Spiritual Life

Students are served in their spiritual and religious life at Phillips Academy by the Catholic, Jewish and Protestant chaplains. In addition to serving the liturgical and pastoral needs of their respective religious communities, the chaplains work together to assist students of all spiritual traditions represented on campus. They are readily available to the community for personal counseling and spiritual guidance. At Phillips Academy, attendance at religious services is entirely voluntary.

Religious services are held in the Cochran and Kemper chapels, both located in the Cochran Chapel building. On Friday at 6:15 p.m. Jewish services are held, and on Sunday a Roman Catholic Mass is celebrated at 9:45 a.m. and a Protestant service is held at 11 a.m. On special occasions and throughout the year, interfaith services are held in the Cochran Chapel and other on-campus locations. A number of student organizations offer additional opportunities for fellowship and worship. The chaplains are ready to help students make contact with the various places of worship of their particular tradition in the Andover area. There are Hindu, Muslim and Buddhist centers in the Greater Boston area as well as on-campus student groups who meet regularly for discussion, fellowship and worship. There are also local families of those traditions with whom students can be linked. School policy prohibits proselytizing on campus or recruitment of membership by outside organizations.

Summer Program and Interim Year Opportunities Office

There are a huge number of summer and interim year (year after graduation) options for students including academic, service, adventure, internships, jobs and language programs both abroad and in the United States. The Summer

Program and Interim Year Opportunities Office is a resource for students as they explore summer and Interim Year possibilities. The office is located on the 3rd floor of George Washington Hall and is open Monday through Thursday from 9 a.m. to 3 p.m. (phone: 978-749-4480). Information is also available on the Web at andover.edu/summer/interimyear.

Technology Learning Centers and Resources

In support of the academic program, Andover's world-class technology facilities include the Phillips Academy Computer Center, the Polk-Lillard Electronic Imaging Center, the Language Learning Center, the William B. Clift Jr. Record Library, the Educational Research and Development Lab, the Oliver Wendell Holmes Library and the Audio-Visual Center. Highly skilled professionals provide assistance to students and faculty in all facilities. Information on these resources is available in the Technology and Telecommunications Guide to Services or on the Andover Web site at www.andover.edu/technology. Presently, a state-of-the-art fiber optic computer network provides high-speed computer access to more than 70 academic, administrative and residential buildings on campus. Network access is available to all students through public Technology Learning Centers (TLCs) with more than 200 computers, as well as in the dormitories. Every student is provided with an e-mail account, a private telephone line and a personal voice mailbox. Andover prides itself on being able to offer students the most current technologies.

Telecommunications Services

Telecommunications Services provides each student living on campus with a telephone number, a voice mail account and a telephone. Day students are provided with a voice mailbox.

To discourage abuse of telephones and the telephone system, students are charged for altered, damaged or missing telephones. The academy reserves the right to take disciplinary action and may at any time introduce new policies governing levels of service. Students are expected to check their voice mail and e-mail accounts daily, as they do their mailboxes in George Washington Hall.

A long-distance calling plan is offered that allows boarding students to make calls outside the local calling area using an authorization code. Students may sign up for this service at any time. Students may receive faxes in the mailroom in George Washington Hall. The fax number is 978-749-4123. Students are charged \$1 per page. Notices are put in student boxes when faxes are received. Boarding students are not allowed to use modems to connect to the Internet, and the academy blocks known Internet service provider numbers. Students should know that the school can track phone usage and can make available to cluster deans printouts indicating the times and duration of calls. Telecommunications Services (ext. 4666) and the academy switchboard are located in Draper Hall and open Monday through Friday 8 a.m. to 4:30 p.m.

NOTE: All boarding student extension numbers are 978-623-6xxx and all faculty and office extensions are 978-749-4xxx.

EXTRACURRICULAR OPPORTUNITIES AND STUDENT ACTIVITIES

The Community Service Program

The Community Service Program is integral to the educational mission of Phillips Academy. In accordance with the school's motto, *non sibi* (not for self), the Phillips Academy Community Service Program strives to:

- promote and provide structured opportunities for students, staff and faculty to engage in public service;
- foster collaborative relationships with individuals, organizations and schools to address problems and build upon assets of local and global communities;
- connect academic learning to community problem-solving through the development of service-learning courses across disciplines;
- inspire responsibility and personal growth by supporting volunteers, encouraging student initiatives and providing a comprehensive leadership education program; and
- motivate students to consider and act upon issues of social justice and civic responsibility and thus foster a commitment to a lifetime of effective participation in public life.

Every year nearly 80 percent of the student body participates in a range of community work throughout the Merrimack Valley. While working in public service, students also have the chance to develop relationships with local residents, faculty, staff and each other, as well as to hone professional and academic skills. Each project includes an orientation, training, experience and reflection.

A sampling of opportunities includes tutoring middle school students through the Phillips Academy/Andover High School/Leonard School Partnership (PALS), leading theatre workshops in an after-school program, playing games with individuals who have special needs (ARC), encouraging young girls to explore the sciences (Science Club for Girls), teaching citizenship education to young people (Project V.O.I.C.E.), or building low-income housing (Habitat for Humanity). Commitments vary in length from several times per week to once per term.

In addition to the extracurricular volunteer opportunities, students may also get involved with the program by taking a service learning course. Service learning courses are classes in which students apply the academic material to meeting a community need. Service learning courses are currently offered in the art, English, history and social science, French, psychology and Spanish departments. The Course of Study and the Community Service office's "purple book" have detailed descriptions. The Community Service program also manages the Center for Global Justice, a resource center housed in the basement of the OWH Library, and hosts the Public Service Speaker Series.

Community Service Basics is an athletics program that enables participants to fulfill their athletic requirement while also performing volunteer service in the community from 2:30-5 p.m.

The Community Service Program is run primarily by students with faculty support and assistance. Approximately 30 student coordinators are responsible for overseeing individual community service projects, as well as acting as the primary architects for the program as a whole. Interested students should contact the Community Service Office at 978-749-4135.

Dance

Students at Phillips Academy have opportunities to study dance through the academic, athletic and extracurricular programs. Three levels of ballet and modern dance are offered as part of the athletic program and students in the sport are required to attend at least four technique classes a week. In academic credit dance courses, students are introduced to a range of topics in the field, such as men's image in dance, "Trisha Brown: Art and Dance in Dialogue," and literature and dance in collaboration. The department sponsors three major performances a year and an original production of the full *Nutcracker* ballet set in Colonial Andover in alternate years. Choreography for major performances is done by students, faculty or guest artists.

Music

The music department offers the following ensembles and activities. Auditions are held at the beginning of the school year to determine placement in an ensemble. The department sponsors approximately 60 concerts over the course of the year.

- The Symphony Orchestra has 65 strings, 25 winds, brass and percussion. Rehearsal: Monday 6:20-7:50 p.m.
- The Chamber Orchestra includes 30-35 stringed instruments. This advanced subset of the symphony orchestra frequently accompanies the Cantata Choir. Rehearsal: Thursday 6:20-7:50 p.m.
- The Amadeus Ensemble has 20-25 strings. Rehearsal: Thursday 6:20-7:50 p.m.
- The Corelli Ensemble has 15-20 strings. Rehearsal: Thursday 6:20-7:50 p.m.
- The Chamber Music Society includes student-faculty chamber music groups of two to five performers that meet weekly to rehearse in preparation for a performance each term. Rehearsals are once a week, usually early on Thursday evening.
- The Concert Band includes 75-80 brass, wind and percussion instruments. The repertoire is from the standard concert band and wind ensemble literature. Rehearsal: Monday and Thursday 6:20-7:50 p.m.
- Wind and Brass Ensembles are subsets of the Concert Band. They perform in concert and for various school functions.

- Jazz Band has 25 instruments, wind and rhythm sections. Rehearsal: Tuesday 6:20-7:50 p.m.
- Handbell Choir has 12-15 members. This ensemble rehearses weekly and performs for special church services on Parents' Weekend, at Christmas Lessons and Carols, and on Easter and Mother's Day. Rehearsal: Wednesday 6-7 p.m.
- Phillips Academy Chorus, made up of 90 voices, sings on Parents' Weekend, at Christmas Lessons and Carols, in the Andover/Exeter exchange concerts and at a spring concert of folk music from around the world. Rehearsals: Monday and Thursday 6:20-7:50 p.m.
- Cantata Choir, made up of 70-80 voices selected by audition, prepares one major work each year for performance with the Chamber Orchestra. Rehearsal: Wednesday 4:15-5:45 p.m.
- Fidelio Society, made up of 14-17 voices, is a select *a cappella* singing group performing music of all types, early and modern, sacred and secular. It is the oldest musical organization on Andover Hill. Rehearsals: Tuesday 5-6 p.m. and Thursday 5:45-7 p.m.
- Gospel Choir, made up of at least 50 voices, sings at Kwanza, the annual Gospelfest concert along with guest choirs, and the annual Martin Luther King Jr. celebration. They perform contemporary African-American gospel music.
- Chapel Quartet: contributes regularly to Sunday morning worship services.
- Concerts and recitals are offered frequently on Sunday afternoons, Friday evenings and occasional Wednesday and Saturday evenings throughout the year. Performers include music faculty, students and guest artists. Concerts are held in Graves Hall, Cochran Chapel, the Addison Gallery of American Art and Kemper Auditorium.

Theatre

Faculty-directed theatrical productions are generally taught as an academic course (Theatre 520) for the students involved. Additionally, however, there is a student theatre organization, the Drama Lab, which produces an extensive slate of shows each year. Student directors may submit proposals to the producers for one of three major production slots or any of 25 or more Sunday afternoon slots for short works. One producer is then assigned to each show to help oversee the audition, rehearsal and performance process. Recent major plays and musicals produced by the Drama Lab have included *Cabaret*, *Six Degrees of Separation*, *No Exit*, *The Real Inspector Hound* and *The Prime of Miss Jean Brodie*.

Many opportunities exist for students interested in exploring the design or technical areas of theatre production, either through course work or active involvement in the Drama Lab shows.

Student Activities and Clubs

The role of the Student Activities Office is to plan and create events and activities for the student body. Guided by a director, the office works closely with students, accepting and discussing proposals for new ideas for programs that appeal to our student body's varied interests. Each year we work to incorporate new ideas while at the same time maintaining traditional events to offer a wide array of social, cultural and educational activities each weekend. Working with the theatre, dance, athletic and music departments as well as the Community and Multicultural Development office, the Student Activities office maintains an events calendar. A complete list of weekend activities is posted on the PA Web site and printed in "The Weekender" every Thursday. Student clubs and organizations are open to anyone interested in joining. Student leaders head the clubs but are advised closely by a faculty adviser who also acts as the business manager. Information on creating a new club, listings of the current club heads, and meeting times and locations are available in the Student Activities Office.

ADAAC	Catholic Student Fellowship
Amateur Radio	Chess
Ambassadors	Chinese Student Association
Amnesty International	C.H.I.L.L.
American Sign Language	Chinese/Taiwanese
Anime @ Andover	Chinese Culture
Andover Japanese	Circle Francais
Andover Latin Society	Claymation
Andover Young Democrats	<i>Courant</i>
Af-Lat-Am Art @ Andover	Dance
<i>Andover Review</i>	Diplomacy
Asian Society	Eco-Action Group
Asian Pages	Engineering
Astronomy	Film Society
<i>Azure a Cappella</i>	F.O.C.U.S.
<i>Backtracks</i>	Falun Gong
Blue Key Society	<i>Frontline</i>
Business	Gay Straight Alliance

German Culture	Philomathean Society
Gospel Choir	P.H.I.T.
Hindu Student Union	Poets Society
Ice Hockey	Political Ideologies Society
<i>In The Mix</i>	<i>Pot Pourri</i>
Indo-Pak Society	Republican's @ Andover
Italian Society	R.I.O.T.
International Society	S.A.R.C.
International Relations Symposium	Sheer
Japanese Connection	Ski/Snowboard
Jewish Student Union	Spanish Club
Junior State of America	Student Council Tea Talk
Korean Society	Table Tennis
Martial Arts	Techmasters
Math	Under the Bed Improv
Model United Nations	<i>Voices</i>
Muslim Student Union	Women's Forum
Origami	WPAA Radio
OXFAM	
<i>The Phillipian</i>	

Publications are listed in italics.

DEPARTMENT AND DIVISION CHAIRS

Archaeology (interim)	Malinda S. Blustain
Art	Elaine Crivelli
English	Jonathan A. Stableford
History and Social Sciences	Victor W. Henningsen III
Head of the Division of World Languages	Margarita R.O. Curtis (fall)
	Natalie G. Schorr (winter/spring)
Chinese Department	Yuan Han
Classics Department	David B. Pottle
French Department	Hale Sturges II
German Department (acting head)	Lisa J. Svec
Russian Department	Peter T. Merrill
Spanish Department	Emilio M. Mozo
Mathematics	David A. Penner
Music	Elizabeth G. Aureden
Philosophy and Religious Studies	Susan R. McCaslin
Psychology	Carol J. Israel
Head of the Division of Natural Sciences	John E. Rogers
Biology Department	Marc D. Koolen
Chemistry Department	Cristina S. Kerekes
Physics Department	Clyfe G. Beckwith
Theatre and Dance	Bruce W. Bacon

ADMINISTRATION

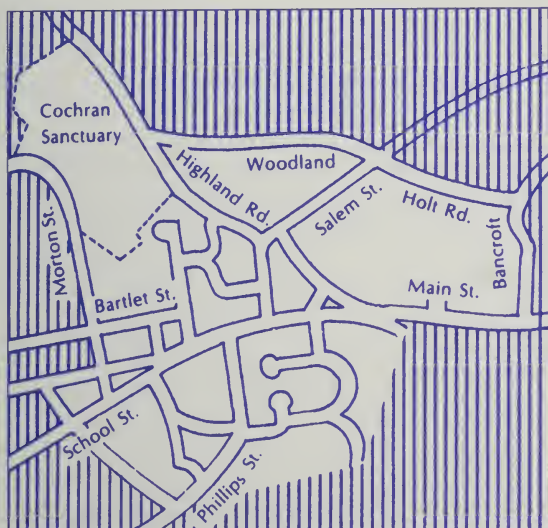
Head of School	Barbara Landis Chase
Associate Head of School	Rebecca M. Sykes
Dean of Faculty	Stephen D. Carter
Dean of Studies	Vincent B.J. Avery
Dean of Students & Residential Life	Marlys A. Edwards
Associate Dean of Students and Residential Life	Priscilla K. Bonney-Smith
Dean of Abbot Cluster	Albert R. Cauz
Dean of Flagstaff Cluster	Paul D. Murphy
Dean of Pine Knoll Cluster	Linda C. Griffith
Dean of West Quad North Cluster	Kathryn A. Birecki
Dean of West Quad South Cluster	Peter D. Washburn
Dean of Admission	Jane F. Fried
Dean of Community and Multicultural Development	Robert A. Edwards
Director of College Counseling	John Anderson
Director of Financial Aid and Admission Operations	James F. Ventre
Director of Athletics	Martha G. Fenton
Registrar	Herbert H. Morton III
Scheduling Officer and Associate Dean of Studies	Corbin F. Lang
Chaplains	Friar Francisco Nahoe, Rev. Michael J. Ebner, Rabbi Neil Kominsky
Medical Director/School Physician	Richard J. Keller, M.D.
Director of Psychological Services	Carol J. Israel
Director of the Oliver Wendell Holmes Library	Elisabeth Cook Tully
Director of the Addison Gallery of American Art	Adam D. Weinberg
Director of the Robert S. Peabody Museum of Archaeology (interim)	Malinda S. Blustain
Director of Facilities	Michael E. Williams
Chief Financial Officer	Neil H. Cullen
Comptroller	Elliot Hacker
Secretary of the Academy	Peter R. Ramsey
Director of Summer Session	Ralph C. Bledsoe
Director of Communications	Sharon A. Britton
Director of Academic Support Center	Patricia B. Davison
Director of Technology and Telecommunications	Valerie A. Roman

BOUNDARY MAPS

School Limits

Phillips Academy, Andover, Massachusetts

The unshaded area of the map below represents the campus.



The unshaded area of the larger map below represents the Town of Andover as described in this book and includes all of Andover east of Route 93.



EMERGENCY RESPONSE PROCEDURES

Attempted Suicide/Drug or Alcohol Overdose

In the case of an attempted suicide or drug or alcohol overdose where there is immediate danger to the victim:

- Stay with the victim.
- Call 911 and accompany the victim to the hospital.
- Notify Public Safety, ext. 4444.
- Notify the cluster dean and dean of students.

Medical or Fire

In the event of a medical or fire emergency, please:

- Call 911. Provide your name, location, the telephone number from which you are calling and the appropriate 911 address. Do not hang up until told to do so.
- Call ext. 4444 for Phillips Academy Public Safety (PAPS) and provide your name, location and telephone number. Public Safety officers are on duty 24 hours a day, seven days a week.
- If using a cell phone, call 978-475-1212.
- In a FIRE:
 - turn off computers and electrical equipment
 - close the windows and doors as you evacuate the building.
 - Do NOT use the elevator.
 - Assist any person with a disability.
 - MEET at prearranged gathering place.
 - STAY at prearranged gathering place.
 - Notify firefighters or Public Safety if you think someone remains in the building.
 - Do NOT re-enter the building.

Serious Injury

In case of SERIOUS INJURY, do NOT move a seriously injured person except in a life-threatening situation.

- Stay with the injured person and keep the victim as calm and comfortable as possible.
- Have someone call 911 and give the victim's name and the location, phone number and nature of the injury. Do NOT hang up until told to do so.
- Call Public Safety at ext. 4444 and report the location, phone number and nature of the injury.
- Provide First Aid/CPR as needed, if you are trained and certified.

Rape

In the case of a RAPE in which there is immediate danger (i.e. severe physical trauma, impaired breathing, unconsciousness):

- Call 911 and accompany the victim to the hospital.
- Notify Public Safety, ext. 4444.

In the case where no immediate medical danger exists:

- Stay with the victim,
- Do not allow the victim to change clothes or shower.
- Notify Public Safety, ext. 4444.
- Contact Graham House and arrange transportation to the hospital.
- Contact cluster dean and dean of students.

Crime in Progress

In the event of a CRIME IN PROGRESS, do not attempt to apprehend or interfere with the criminal, except for self-protection.

- Note the description of the criminal and/or motor vehicle, including license plate, the location and direction of travel.
- Call 911 and provide name, phone number and location.
- Call Public Safety at ext. 4444 and provide the same information.

Bomb

In the event of a BOMB THREAT or other threatening phone call, attempt to obtain as much information as possible, using the following checklist:

- When is the bomb going to explode?
- Where is the bomb right now?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause the bomb to explode?
- Did you place the bomb? Why?
- What is your address? What is your name?
- Estimate age, sex, race, ethnicity and educational level of caller.
- Describe caller's voice.
- Describe any background noises.
- What telephone number was threat received on?
- Was call from PA extension or outside phone?
- Date and time call was received.
- Report any suspicious package to Public Safety. Do NOT touch it.
- Call 911 and give name, location and phone number.
- Call Public Safety at ext. 4444 and give same information.
- Notify your department head and follow any instructions to evacuate the building. Do not re-enter the building until instructed to do so.

Hurricane

In the event of a HURRICANE or other severe winds, do not go outside. Stay inside academy buildings, away from windows and other openings. Report any damage done by tree branches and broken glass.

Hazardous Chemical Spill

In the event of a HAZARDOUS CHEMICAL SPILL, notify your instructor, department chair or supervisor immediately. The department chair or supervisor should notify the manager of occupational and environmental safety at ext. 4638. Use eyewash stations or showers to flush eyes and skin, if you have had any contact with toxic chemicals. Follow instructions to evacuate the area, if dangerous.

Power Outage

In the event of a POWER OUTAGE, call Public Safety at ext. 4444 and provide your name, location and telephone number. Advise Public Safety of all locations you know are without power.

- Turn off computers and other electronic equipment.
- If you are in an unlighted area, proceed cautiously to an area with emergency lighting, locking doors as you leave. Exit building cautiously.
- If you are trapped in an elevator, stay calm and use emergency call button or telephone for assistance.







Cluster Deans

Abbot Cluster

Albert Cauz

978-749-4557

West Quad North Cluster

Kathryn Birecki

978-749-4554

Flagstaff Cluster

Paul Murphy

978-749-4555

West Quad South Cluster

Peter Washburn

978-749-4552

Pine Knoll Cluster

Linda Griffith

978-749-4551

Dean of Students and Residential Life

Marlys Edwards

978-749-4175

Associate Dean of Students

'Cilla Bonney-Smith

978-749-4177

Emergency Telephone Numbers:

Police, Fire and Ambulance 911

PA Public Safety: 978-749-4444 (emergency)

978-749-4447 (non-emergency)

Isham Health Center 978-749-4455